



University Students' Council of the University of Western Ontario

**JOB DESCRIPTION:
CLUBS COORDINATOR**

EFFECTIVE:

SUPERSEDES:

AUTHORITY:

RATIFIED BY: Council

Executive Council

**RELATED
DOCUMENTS:**

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1.00 ADMINISTRATIVE RESPONSIBILITIES

1.01 Report to the Vice-President Student Events;

1.02 Be primarily responsible for ensuring that:

(1) club executives are receiving the support they need from the USC;

(2) assisting in the planning and execution of Clubs Community-wide initiatives;

(3) meetings with club executives to better understand individual needs and find ways for the USC to better support clubs;

1.03 Remain in close contact with and be available for meetings throughout the summer as requested by the Vice-President Student Events;

1.04 Be the point of contact, in addition to the Vice-President and the Student Organizations Advisors, for all matters related to inquiries about clubs;

1.05 File a report to the Vice-President Student Events as requested by the end of the summer outlining year-long initiatives and goals for the Clubs Community;

1.06 Oversee the administration of the clubs office and maintain office hours as determined by the Vice-President Student Events;

1.07 Meet with club executives and club members during office hours and report any major issues with the Clubs Community to the Vice-President Student Events;

1.08 Notify the Clubs Community of any major Club Policy changes;

1.09 Maintain an email address to send emails from and receive emails to for club inquiries, such as usc.clubs.coordinator@uwo.ca, but separate from the Clubs Coordinator's personal account; and,

1.10 Review all governing documents of the Clubs Community in conjunction with the Vice-President Student Events, Clubs Governance Commissioner and Student Organizations



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Advisors and ensure that they are updated and posted online prior to Student Organizations Training.

2.00 COMMITTEE RESPONSIBILITIES

- 2.01 Be a voting member, ex-officio, of the Clubs Governance Committee;
- 2.02 Be the Chair of the Clubs Support Committee;
- 2.03 Oversee and select members for the Clubs Support Committee in consultation with the Vice-President Student Events;
- 2.04 Develop a detailed budget for Clubs Week I and II; and,
- 2.05 Assist in organizing:
 - (1) the Student Organizations Training,
 - (2) club meetings called by the USC,
 - (3) Clubs Week I and II,
 - (4) open forum sessions,
 - (5) club executive workshops, and
 - (6) any other Clubs Community-wide initiatives as deemed necessary by the Clubs Support Committee or the Vice-President Student Events.

3.00 GOVERNANCE OF THE CLUBS COMMUNITY

- 3.01 Work with the Clubs Governance Commissioner to ensure that the USC Clubs Policy is adhered to;
- 3.02 Review all governing documents of the Clubs Community in conjunction with the Vice-President Student Events, Clubs Governance Commissioner; and Student Organizations Advisors and ensure that they are updated and posted online prior to September 1st;
- 3.03 Aid the Vice-President Student Events with any long-term initiatives or review that will benefit the Clubs Community; and,
- 3.04 Aid the Clubs Governance Commissioner in meeting with the students interested in seeking ratification of an organization to ensure that all documentation criteria have been met.