



Job Opportunity: Council Chair

Job Title: RRRA Council Chair

Location: RRRA Council Meetings

Term: September 12th 2017 to April 31, 2018

Reports to: Vice President Administration

Position Description:

The Council Chair is responsible for attending all council meetings in order to represent and enforce the Association's procedures and by-laws as specified in the Constitution and Robert's Rules of Order during Council throughout the year.

Responsibilities:

- a) Attend all council meetings
- b) Ensure that the agenda is respected
- c) Ensure council respects Roberts Rules of order throughout meetings
- d) Keep speakers list organized
- e) Maintain and enforce Council procedure and by-laws outlined in the RRRA Constitution
- f) Past experience and knowledge in Robert's Rules of Order Parliamentary Procedure is an asset

Compensation:

\$250.00 salary annum

If you are interested in applying for this position, please send your resume and a short cover letter to the following Executive member by Sunday, September 10th, 2017 at 11:59 p.m.:

Jacob Howell, Vice President Administration hiringsboard@rrra.ca