Job Description

Position title: Speaker of Council
Length of Term: April 2022 - April 2023
Reports to: Human Resources Committee
Employee status: Term, Appointed
Hours per week: 5
Compensation: Tier 3

Position Purpose

The Speaker of Council is a non-voting member of Council who facilitates AMS Council meetings.

Duties and Responsibilities

- Chair Council meetings, including the acknowledgement of the land
- Post notices of Council meetings no less than forty-eight (48) hours in advance, by any means they deem necessary, including electronic media, in order to notify both Council members and other Active Members of the Society
- Ensure, to the best of their ability, that Council Chambers and the contents therein are secure immediately before and after Council meetings
- Work with the Executive Committee to maintain reliable means for members of Council to attend and vote in meetings remotely
- Assist with the coordination and arrangement of any considerations and accommodations required by participants who are otherwise facing barriers to participating in council meetings
- Ensure that minutes of Council meetings are posted in a public place
- Coordinate and facilitate the smooth execution of the Council Agenda
- Be available outside Council meetings for occasional discussion of Council issues/items
- Chair the Elections, Appeals Committee and Ethics and Accountability Committee, as needed in the absence of a Chief Justice
- Work with the AMS mission statement and values to operate a successful department
- Remain impartial while facilitating AMS Council, and avoid the appearance of partiality in elections and business before council
- Other duties as required

Qualifications and Experience

- Knowledge and experience implementing Robert’s Rules of Order
- Good public speaking skills and an ability to be assertive in carrying through the rules and procedures of Council
- Objective and impartial
- Knowledge of the AMS governmental and services structure is an asset
- Proficient in acknowledging the traditional territory on which meetings and AMS work takes place
- Must not hold any other elected, staff, or appointed position in the Society, including positions within constituencies

Commented [n1]: This is a responsibility of the Clerk, per Section III, Article 2, Paragraph 21 of code.

Commented [n2]: The speaker doesn’t coordinate or facilitate the execution of the agenda. The President prepares the agenda, as per Section III, Article 2, Paragraphs 1-11, 12, and 14-17 and is responsible, along with the MD, for the execution of agenda items.

Commented [n3]: The Speaker is occasionally part of discussions on code interpretation and Robert’s Rules from constituencies through the clerk, and discusses code issues with GovComm from time-to-time. I’m not sure if that should be part of the JD or is a more informal responsibility of the role in the “other duties as needed”. Could add “…. Council, Committee, and Constituency issues/items”.

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