



## **CUSA COUNCILLOR OPPORTUNITY**

Number of positions: Thirty-one (31) proportional by faculty  
Compensation: Voluntary, with optional compensated committee work  
Duration: March 9th, 2025 to March 8th, 2026  
Commitment: 7 regular meetings, 3 annual general meetings & committee work.  
~5hrs/month

Seats Available:  
Faculty of Arts and Social Science: 8  
Faculty of Engineering & Design: 7  
Faculty of Public Affairs: 7  
Faculty of Science: 6  
Sprott School of Business: 3  
Special Students: 1

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## **HOW TO APPLY**

Nominations open January 8th and close January 20th at 5:00pm EST. They must be submitted through the official nominations form on the CUSA Elections website.

## **CARLETON UNIVERSITY STUDENTS' ASSOCIATION**

The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

CUSA is represented and governed by CUSA Council, which consists of duly and democratically elected members of the Association. CUSA is dedicated to improving the undergraduate student life experience at Carleton University by advancing the principles mentioned below.

### **Mission**

To effectively represent and advocate on behalf of undergraduate students before the University administration, community organizations and the public.

### **Values of the Association:**

SERVICE      ACCOUNTABILITY      DEVELOPMENT      DIVERSITY      COMMUNITY

## **THE OPPORTUNITY**

As a Not-For-Profit Corporation, CUSA requires a class of members who guide our governance and strategy. CUSA strives to implement democratic principles throughout its operations as a Not-For-Profit Corporation. CUSA Council is composed of 31 student representatives based on academic faculty, an elected full-time President/CEO, and representatives of other student groups. This is an opportunity to become an active participant in the operations of Council that will take place in the coming year, as well as being on hand to take decisions between meetings when the need arises. There will also be the opportunity for CUSA Councillors to sit on committees.

### **OBJECTIVE OF THE POSITION**

CUSA Council is responsible for generating, modifying, repealing, and managing policies for advocacy and student interest positions and policies. CUSA Council is responsible for some of the most important tasks of the Corporation, including passing a budget, appointing directors to the Board of Directors, selecting or electing CUSA's Vice Presidents, and receiving the audit report. Directors, as appointed by Council, are ultimately responsible, individually and collectively, for all activity within the Carleton University Students' Association (CUSA).

CUSA Council should always responsibly represent the student opinions of the day and can adopt motions staking out CUSA's external stance and make recommendations of the Board of Directors on operational matters within Board jurisdiction. CUSA Councillors are successful when they complete their term and CUSA is as representative of student opinion as possible and reputationally in-tact for future student leaders to continue advocating on behalf of their constituents.

### **DUTIES & RESPONSIBILITIES**

The above notwithstanding, all Councillors have a duty to:

- Represent the views of their constituents
- Work to improve the student experience
- Be accountable for delivering the responsibilities detailed in the [CUSA ByLaws](#), the Articles of Incorporation, and responsibilities as outlined in the Not For Profit Corporations Act (2010).
- Ensure CUSA acts in accordance with its guiding documents and remains true to its mission, vision, and values
- Facilitate the student leadership of the organization
- Help CUSA achieve its objectives and improve the lives of students
- Ensure CUSA complies with all relevant legislation and regulations
- Work with other CUSA Councillors, members of the Board of Directors, staff, and volunteers in a constructive manner and for the greater good of CUSA.
- Participate fully in CUSA Council meetings and sit on Committees if required/desired
- Use personal skills and experience to ensure CUSA Council represents student interest and opinion
- Add value to CUSA Council and CUSA through generating ideas, challenging the status quo, broadening thinking, and supporting and promoting innovation and creativity
- Abide by any CUSA Policies or Codes of Conduct

- Ensure decisions of CUSA Council and its committees consider the needs and views of students
- Ensure CUSA Council considers the needs and views of all student groups, including for example, international and part-time students
- Ensure effective communication between CUSA and its members

## **EXPECTATIONS**

CUSA Councillors should be:

- Excellent role models who promote the highest standards of probity and integrity
- Committed to the purpose and values of CUSA
- Committed to facilitating student leadership both within and through the CUSA Council and through the wider democratic structures of CUSA
- Constructive about other Councillors opinions in discussions and in response to Director, Executive, and staff members' contributions at meetings
- Able to act reasonably and responsibly when undertaking Council responsibilities
- Able to maintain strict confidentiality
- Understand the importance and purpose of Council and Committee meetings and be committed to preparing for them adequately and attending them regularly
- Able to analyze information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between the jurisdiction of the CUSA Board and CUSA Council
- Firm supporters of equity and committed to promoting diversity

## **COMMITMENT REQUIRED**

**Attendance:** This role's highest duty will be to attend and contribute to the meetings of CUSA Council. CUSA Council will have approximately 10 scheduled meetings each year, with other special meetings added as required. Each meeting will require reading and preparation. The regular monthly meetings are typically held on the last Monday of the monolith, in the evening on campus. The tentative dates for the CUSA Council meetings, which are still subject to change and ultimately the decision of Council itself, in the upcoming year are:

- March 9, 2025: 12pm (Annual Members Meeting Part II)
- March 31, 2025
- May 26, 2025
- June 23, 2025
- September 29, 2025
- October 27, 2025
- November 24, 2025
- January 19, 2026
- February 23, 2026
- March 2, 2026: (Annual Members Meeting Part I)
- March 8, 2026: 12pm (Annual Members Meeting Part II)

Meetings are expected to take place physically, and dates may be altered with proper notice.

## **ELIGIBILITY / QUALIFICATIONS / EXPERIENCE**

- Required:
  - Be a current, actively enrolled, Carleton University undergraduate student at the time of application, intending on remaining a Carleton undergraduate student until the end of the Winter 2026 semester.
  - Be eligible to hold leadership positions on Carleton University campus as confirmed by Carleton University.
- Desired:
  - Desire to pursue a career in Nonprofits, government, policy, education, or equity, diversity, and inclusion

CUSA values employment and educational equality and welcomes candidates from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

## **NOTABLE BENEFITS**

- a 10% discount on select items at CUSA-owned businesses
- a validation of experience in the Co-Curricular Record
- Professional development in navigating budgets, student issues stances/policies, advocacy, strategic plans, pertinent laws, and responding to constituent needs
- Experience working with lawyers, auditors, and other necessary advisors
- The opportunity to improve your students' union