



Date Submitted: August 2024

Reason for Submission: (Check One)

Update

Re-evaluation of Position

New Position, Initial Evaluation

POSITION DESCRIPTION

Position Title: Review Board and Tribunal Non-Student Member
Position Status: SLC Appointment
Position Type: Volunteer
Honoraria: None

POSITION SUMMARY (Overview and Purpose)

The Review Board and Tribunal are independent, arms-length committees of the Students' Legislative Council, charged with the judicial functions of the Students' Union. Students can apply to the Review Board to appeal SU decisions that they believe were unfair or in violation of the SU's Union Bylaw or Union Policy. The Tribunal has jurisdiction over decisions of the Review Board. A student who is dissatisfied with a decision of the Review Board may be able to appeal to the Tribunal.

The Review Board consists of at least nine members, at least two of whom must be non-students. The Tribunal consists of at least five members, at least two of whom must also be non-students.

Non-student members of the Review Board and Tribunal are appointed for two-year terms and serve with a minimal time commitment. After an orientation session, each body meets only when its respective chair receives an application.

One student member serves as the Chair of the Review Board. The Tribunal is chaired by a non-student member.

KEY RESPONSIBILITIES

Members of the Review Board and Tribunal have the following responsibilities:

- Attend an orientation session;
- Attend meetings as called by the Chair, potentially with only a few days' notice;
- Declare conflicts of interest;
- Review applications;
- Participate in hearings;
- Review and interpret the SU Union Bylaw and Union Policy;
- Examine evidence; and

- Render decisions.

RECOMMENDATIONS, DECISION AND AUTONOMY OF ACTION

The Review Board and Tribunal operate independently from the rest of the SU and follow their own procedures to ensure fair and just processes.

The Review Board and Tribunal make decisions based on facts or issues disclosed during a hearing. The processes for decision-making and communicating to relevant parties and the public must be consistent with procedural fairness.

INFLUENCE – INTERNAL/EXTERNAL

- Members of the Review Board and Tribunal primarily interact with the other members of their respective body regarding the proceedings of any appeal being heard by that body.
- Other students, SU staff, Elected Officials, or other members of the University community may be involved in Review Board or Tribunal proceedings as appellants, respondents, or interveners.

WORKING CONDITIONS

Members of the Review Board or Tribunal must be available to attend any meeting or hearing of their respective body. Meetings are typically scheduled to coincide with the schedules of Review Board or Tribunal members. Meetings or hearings may be held virtually (such as by Zoom Videoconferencing) or in-person, on-campus.

Members will be asked to review relevant documentation, written submissions from parties to an appeal, hear testimony, and articulate their thoughts on the matter on appeal, within the boundaries of procedural fairness and as is appropriate for the appeal being heard. Meetings or hearings are scheduled as needed in alignment with applicable policies, and advanced notice for meetings or hearings will be provided.

ELIBILITY

Interested applicants are not qualified to become or remain a member of the Review Board or Tribunal if they:

- Have private interests or association with any member of the Students' Legislative Council within the past three years;
- Are a member of the board or executive or a full-time employee of any Tri-Media Group (The Gauntlet, CJSW or NUTV);
- Are a full-time, regular part-time or contract employee with the SU or have private interests or association with a full-time, regular part-time or contract employee with the SU;
- Have been a member of SLC or an SU Executive within the past three years;
- Have taken an active role in any Union Election within the past year other than casting a vote (i.e., ran as a candidate, acted as an official agent, etc.);
- Are the Chief Returning Officer (CRO) for Union Elections;
- If the appointment is to the Review Board, the applicant is already a member of the Tribunal;
or
- If the appointment is to the Tribunal, the applicant is already a member of the Review Board.

REQUIRED COMPETENCIES

- **Communication Skills:** possesses strong written, verbal and listening skills. Is able to distill and clearly communicate complex information and demonstrates a collaborative and positive communication style. Is comfortable and effective at public speaking.
- **Strong Organizational Awareness:** possesses knowledge and insight on the governance structure and operations of student associations of post-secondary learning institutions within Alberta, Canada.
- **Research, Analysis, and Interpretation Skills:** has demonstrated general research skills that include the ability to conduct research, analyze information, articulate alternatives, draw conclusions and make practical recommendations to decision makers on issues.
- **Problem Solving Skills:** is able to anticipate and identify significant issues, determine their scope and initiate solutions.

EDUCATION AND EXPERIENCE

Minimum Requirements: The successful applicant must have either Juris Doctor (JD) or Bachelor of Laws (LLB) and be eligible to be a member of the Law Society of Alberta.

Previous experience gained within a post-secondary education, government, public sector or non-profit setting is preferred.

A background in administrative law, regulatory analysis or board governance would be considered an asset.