May 16, 2022

Policy & Governance Department

Council Chair and Recording Secretary Hiring Committee Report

Committee Composition

The DSU Hiring Policy mandates that part time position hiring committees be composed of a minimum of two individuals, with one being the position’s direct supervisor who serves as Chair. The Oversight Committee policy states that the Oversight Committee will advise Council as to the appointment of the Council Chair and Recording Secretary, and that the same three members of the Committee will sit as a panel when interviewing candidates for any one position. To honour both policies, a hiring committee was composed of the DSU Policy and Governance Coordinator (the direct supervisor of the Council Chair and Recording Secretary, who served as committee chair) and two members of Oversight Committee. The members of the committee were Levi Clarkson (Policy & Governance Coordinator), Victoria Slipp, and Anika Daclan (members of Oversight Committee). Because these positions were being hired on the same timeline, the members acted as one committee to hire the two positions. The chair ensured that members were trained in hiring, and the committee contained members of multiple designated groups.

Timeline

The job posting for the Council Chair and Recording Secretary positions were uploaded to the DSU website on March 2nd, and applications remained open for just over three weeks, closing on March 24th. The hiring committee completed initial rankings on March 29th and contacted top candidates to schedule interviews. Interviews were conducted on March 31st, and the committee came to a final decision on April 6th. Offers then went out to the chosen candidates, who accepted. In accordance with section 4.9 of the DSU Bylaws, which stipulates that Council shall appoint a Chair and Recording Secretary at the first meeting in May, the hiring committee’s recommendation is being brought to Council on May 16, 2022 for ratification.

Hiring Decision: Chair

The hiring committee is happy to recommend Alec MacEachen for the position of Council Chair with the DSU for the 2022-23 year. Alec is a fourth-year student pursuing a Bachelor of Science degree in Economics with a Minor in Business. He is the former Social Media Coordinator for the Gerard Hall Residency Council and is a member of several student societies. He has previous experience in formal meeting settings and is knowledgeable about how governing bodies work, and how they can positively impact the community.
Throughout his application and during the interview process, Alec demonstrated a strong understanding of Robert’s Rules of Order and its application in a formal meeting setting. He also demonstrated strong organizational skills. The committee believes Alec’s skills and understanding of the Chair role will make him an excellent Council Chair and is confident in this recommendation.

**Hiring Decision: Recording Secretary**

The hiring committee is happy to recommend Safiya Idris for the position of Council Recording Secretary with the DSU for the 2022-23 year. Safiya demonstrated exceptional organizational and communication skills through her application and interview. She is a second-year Master of Health Promotion student with strong computer skills and experience working with people of diverse backgrounds. As Assistant Manager for a catering company, Safiya was tasked with organizing internal company meetings during which she gained experience recording meeting minutes. The committee was particularly impressed with Safiya’s understanding of the roles and responsibilities of the Recording Secretary, and the position’s importance to Council, and is confident in this recommendation.