# SGPS Deputy Speaker

**Society of Graduate & Professional Students (SGPS), Queen's University**

## About SGPS

The Society of Graduate & Professional Students (SGPS) represents and advocates for graduate and professional students at Queen's University. We work to enhance the student experience through advocacy, services, community-building, and student representation at all levels of university governance.

## About the Role

The SGPS Deputy Speaker plays an important role in supporting the governance and administrative functions of SGPS Council. Working closely with the Speaker, the Deputy Speaker helps ensure that Council operations are transparent, well-documented, and procedurally sound.

The Deputy Speaker is responsible for maintaining Council records, supporting elections and referenda processes, assisting with governance administration, and serving as chair of Council meetings when the Speaker is unavailable.

Unlike members of the Executive, the Deputy Speaker is expected to act impartially and support fair, transparent, and effective governance processes.

This is an Officer of Council position elected by SGPS Council and receives an honorarium. The Deputy Speaker serves a term from January 1 to May 31, with the possibility of extension subject to continued eligibility and organizational needs.

## Why This Role Matters

Effective student governance relies not only on productive meetings, but also on accurate records, transparent processes, and strong administrative support. The Deputy Speaker helps ensure that Council decisions are documented appropriately, governance requirements are met, and students have confidence in SGPS democratic processes.

This role offers a unique opportunity to develop skills in governance, meeting administration, elections management, records management, policy interpretation, and organizational leadership while supporting the effective operation of SGPS.

# Key Responsibilities

## Governance Administration

- Support the Speaker in administering Council governance processes.
- Maintain and distribute an accurate and up-to-date list of Council Members.
- Ensure Council Members receive information regarding governance processes and procedural expectations.
- Support the effective functioning of Council throughout the year.

## Records & Documentation

- Record, maintain, and distribute Council meeting minutes.
- Ensure official Council documents and records are maintained appropriately.
- Support transparency by making governance records available in accordance with SGPS governing documents.
- Maintain accurate and organized governance documentation.

## Procedural Accountability

- Promote awareness and understanding of Council procedures and rules of order.
- Support the consistent application of governance policies and procedural requirements.
- Notify relevant groups when representation requirements or Council vacancies arise.
- Assist Council Members in understanding governance and procedural expectations.

## Elections & Referenda

- Administer SGPS elections and referenda in accordance with applicable policies and procedures.
- Moderate All Candidates Debates and election-related events, as required.
- Ensure election processes are conducted fairly, consistently, and transparently.
- Maintain availability during election periods as required by SGPS governing documents.

## Meeting Leadership

- Chair Council meetings and General Meetings in the absence of the Speaker.
- Assist with agenda preparation, meeting logistics, and governance administration.
- Support productive discussion and effective decision-making during meetings.

- Ensure meetings operate in accordance with applicable procedural requirements.

## What Success Looks Like

A successful SGPS Deputy Speaker is a dependable, organized, and impartial governance leader who helps ensure Council processes remain transparent, accessible, and effective.

By the end of their term, a successful Deputy Speaker will have:

- Maintained accurate and timely records of Council activities.
- Supported fair and effective governance processes throughout the year.
- Assisted in the successful administration of SGPS elections and referenda.
- Fostered transparency and accountability within Council operations.
- Supported Council Members in understanding their governance responsibilities.
- Contributed to the smooth and effective functioning of Council and General Meetings.

## Eligibility & Experience

### Eligibility Requirements

- Must be a current SGPS member and retain membership throughout the duration of the term.
- Must be eligible to hold the office of Deputy Speaker in accordance with SGPS governing documents and policies.
- Must be willing and able to act impartially while carrying out the responsibilities of the office.
- Must maintain eligibility throughout the term of office.

### Relevant Experience

Examples of experience that may be helpful in this role include:

- Taking minutes or maintaining records for committees, councils, boards, or other organizations.
- Experience with student government, governance, or organizational administration.
- Chairing meetings, facilitating discussions, or supporting meeting operations.
- Experience with elections, referenda, or democratic processes.
- Drafting, interpreting, or applying policies and governing documents.
- Administrative, organizational, or project coordination experience.

## Core Competencies

- Strong organizational and administrative skills.
- Attention to detail and commitment to accuracy.
- Ability to maintain confidential and sensitive information appropriately.
- Strong written communication skills, particularly for minute-taking and record keeping.
- Ability to interpret and consistently apply bylaws, policies, and procedural rules.
- Understanding of governance principles and procedural fairness.
- Ability to remain impartial and exercise sound judgment.
- Experience facilitating meetings or supporting governance processes.
- Professionalism, integrity, discretion, and reliability.
- Commitment to transparency and effective student governance.

## Diverse Leadership and Representation

SGPS welcomes and encourages students from all backgrounds to put their names forward for leadership positions within the organization. We recognize that effective governance relies on diverse perspectives and experiences, and we are committed to fostering an inclusive student democracy that reflects the graduate and professional student community.

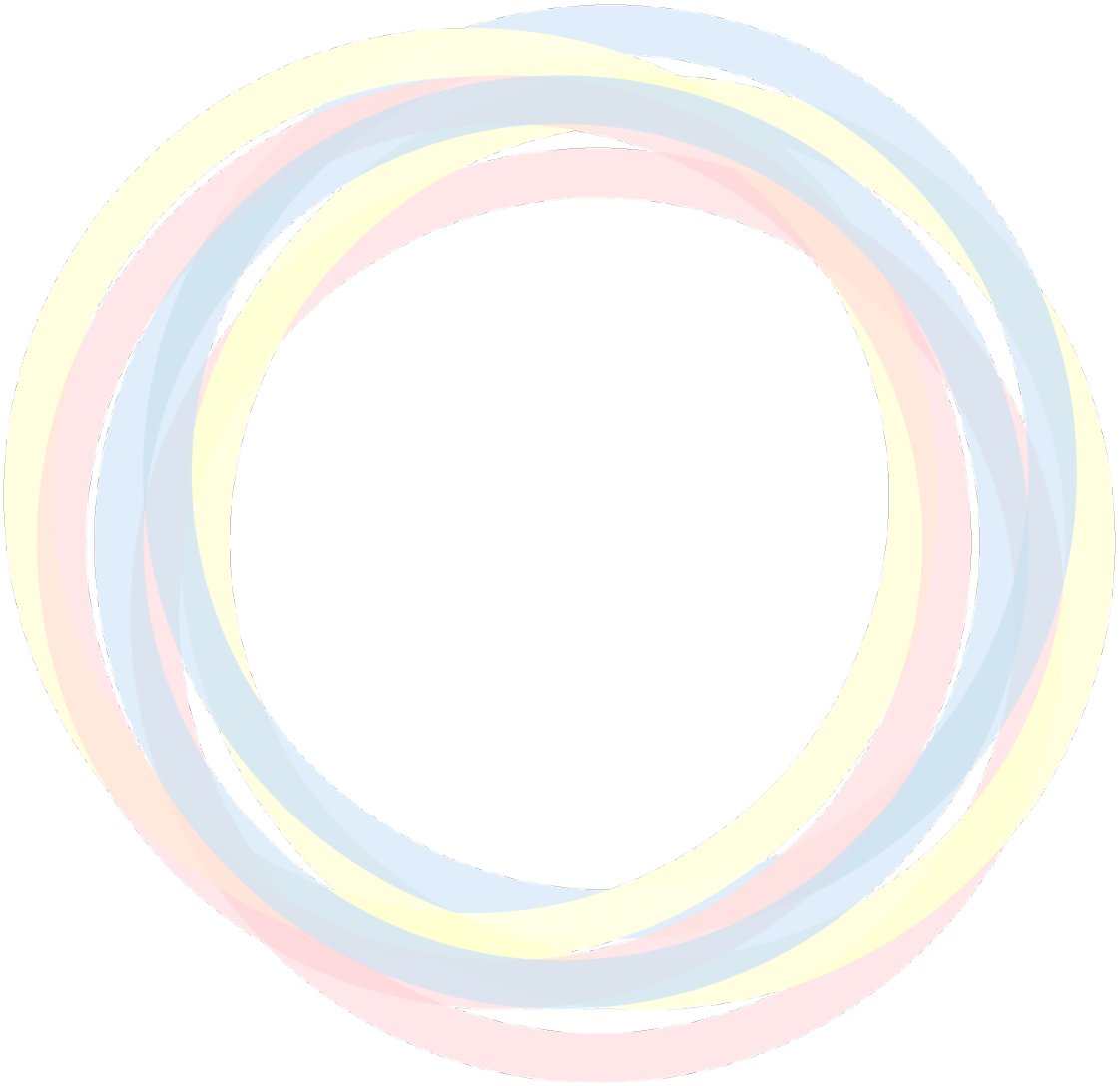
Students from equity-deserving and historically underrepresented groups are encouraged to seek office and contribute their voices to student governance.

## Selection Process

The SGPS Deputy Speaker is elected by SGPS Council in accordance with SGPS governing documents and procedures.

Students interested in serving as Deputy Speaker should review the applicable SGPS governing documents and nomination requirements. Information regarding the selection process will be communicated to Council Members in advance of the election.

## Term & Honorarium

- **Term:** January 1 to May 31. Subject to continued eligibility and organizational needs, there may be an opportunity for the term to be extended.
- **Honorarium:** As established by SGPS policy and approved budgets.
- **Status:** Officer of Council, elected by SGPS Council.
- **Time Commitment:** Regular attendance at Council Meetings, Annual General Meetings, Special General Meetings, election and referendum administration activities, governance review activities, preparation for meetings, and ongoing support for Council operations.

This role is ideal for students who are interested in governance, organizational administration, records management, democratic processes, and supporting a fair, transparent, and effective student democracy.