

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. However, since the hiring of the two council staff members took place in the third week of May; the oversight policy was no longer applicable. The Hiring committee followed rules and procedures from the Hiring Policy which is applicable to any DSU Part-Time Staff. The 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 the Executive Team. The members of the committee were Aananya Paatil (Policy & Governance Coordinator), Mariam Knakriah and Tammy Maniou (Members of the Executive Team). 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 1st week of March and applications remained open for just over four weeks, closing on May 3rd. The former President and the Policy and governance Coordinator contacted top candidates to schedule interviews. Interviews were conducted on May 24th and 26th and the committee came to a final decision on May 26th. Offers then went out to the chosen candidates, who accepted on May 30th. 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, the hiring committee's recommendation is being brought to Council on June 16, 2023 for ratification.

Hiring Decision: Chair

The hiring committee is happy to recommend Aimi ToyamaMacMillan for the position of Council Chair with the DSU for the 2023-24 year. Aimi is a fourth-year student pursuing a Bachelor of Arts with Honours in International Development Studies and Political Science at Dalhousie University. She was a visiting student at Concordia University last year and was

involved in several societies. She is the former Member Associate Returning Officer and Polling Clerk at Arts and Sciences Federation Association (ASFA) Concordia and is a member of Concordia External Delegation Team (Model United Nations). She has previous experience in formal meeting settings and is knowledgeable about how governing bodies work, and how they can positively impact the community.

Throughout her application and during the interview process, Aimi demonstrated a strong understanding of Bylaws, rules and procedures and its application in a formal meeting setting. She also demonstrated strong organizational skills. The committee believes Aimi's skills and understanding of the Chair role will make her 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 2023-24 year. Safiya demonstrated exceptional organizational and communication skills through her application and interview. She is a third-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. In addition, Safiya is passionate about her role in the DSU Council and has previous experience with recording minutes for the DSU Council. 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.