



# Position Descriptions

## Vice President of Programming and Development:

Duties include but are not limited to approving RA program budget extensions, organizing and presenting residents' requests for money for their programming, and organizing Community Council events. The Vice President is also expected to attend all meetings and be an active member of the Executive Council throughout the Fall and Spring semesters. The Vice President also takes over for the President, in the event of absence.

## Director of Student Relations:

Duties include but are not limited to conducting surveys and focus groups on communal features (i.e. the Café, public space utilization, laundry room, movie room, etc.), presenting resident feedback in meetings, and publicizing Community Council elections, amendments, and events. The Director of Student Relations will also work with the Community Council's Creative Team, in assisting with website and social media development. The Director of Student Relations is also expected to attend all meetings and be an active member of the Executive Council throughout the Fall and Spring semesters.

## Community Engagement Representative:

Duties include but are not limited to working with the Director of Student Relations in surveys and focus groups on communal features (i.e. the Café, public space utilization, laundry room, movie room, etc.), presenting resident feedback in meetings, and publicizing Community Council elections, amendments, and events. The Community Engagement Representative will also engage in the community promoting and recording residential comments. The Community Engagement Representative is also expected to attend all meetings and be an active member of the Executive Council throughout the Fall and Spring semesters.

## Community Affairs Representative:

Duties include but are not limited to working with the Vice President of Programming and Development in approving RA program budget extensions, assisting in organizing and presenting residents' requests for money for their programming, and assisting the execution Community Council events. The Community Affairs Representative is also expected to attend all meetings and be an active member of the Executive Council throughout the Fall and Spring semesters.

## Accountant:

Duties include but are not limited to monitoring and presenting the status of Community Council's budget, recording discussed topics at meetings, recording number of attendees at meetings, and executing excellent organizational skills. The Secretary/Treasurer is also expected to attend all meetings and be an active member of the Executive Council throughout the Fall and Spring semesters.

## Marketing Representative:

Duties include but are not limited to updating and maintaining the Community Council website, social media networks, participating in Community Council events, submitting journal entries on communal activities, publicizing election results, creating video documentaries on various departments inside Campus Village, and photography. In addition, the Marketing Representative will record and publicize meeting minutes. The Marketing Representative is expected to be an active member and must attend each Community Council meeting.