COMMUNITY COUNCIL EXECUTIVE BOARD POSITIONS

Executive Board – Position Descriptions

● President
  o Coordinates and leads the Executive Board Meetings
  o Coordinates and attends general community council meetings
  o Collaborate with Advisor on Team Development
  o Complete frequent check-ins with the rest of your Executive Board Members
    ▪ Be aware of all aspects of the community council
    ▪ Provide motivation and guidance to all executive board members
  o Attend all weekly RSA General Assembly Meetings
  o Meet Bi-weekly with your Advisor
  o Ensure that the constitution is being upheld, oversee revisions and communicate changes to RSA

● Vice President of Communication
  o Meet with Advisor when requested/as needed
  o Manage any social media platforms the Community Council opts in to.
  o Update and Maintain the Community Council Student Central Page
  o Keep accurate attendance records and minutes for all meetings
  o Create marketing campaigns to promote Community Council meetings, events, and initiatives.
  o Develop recruitment strategies for new members throughout the year
  o Attends general community council meetings
  o Attends Executive Board Meetings
  o Fulfill the duties of the President in their absence

● Vice President of Finance
  o Keep accurate record of the spending
  o Attend Treasurer Training and audit meetings in December and May
  o Facilitate the You+2 Approval Process during Executive Board Meetings (FY Only)
  o Attend all weekly RSA General Assembly Meetings
  o Meet Bi-Weekly with your Advisor
  o Give weekly report on Community Council Budget
  o Attends general community council meetings
  o Attends Executive Board Meetings
  o Works with Vice President for Programming and Chairs to submit and present Programming Grants to RSA

● Vice President for Advocacy
  o Attend Biweekly Advocacy Liaisons Meetings
  o Maintain open communication with the RSA Director of Advocacy
  o Meet with Advisor when requested/as needed
  o Attends general community council meetings
● Attends Executive Board Meetings
● Communicates and works through any building level concerns with their Advisor
● Gather input from residents in your buildings to share with campus partners such as Facilities, Parking, Dining, etc.

● Vice President for Programming
  o Attends Executive Board Meetings
  o Attends general community council meetings
  o Coordinates and leads a bi-weekly Programming Meeting with the Chairs
  o Ensures there is representation of Social, Sustainability, Multicultural and Service Programming throughout the year.

The Programming Committee - Position Descriptions

● Social Chair
  o Attends bi-weekly Programming Meeting with the Vice President for Programming and the other chairs
  o Attends general community council meetings
  o Takes the lead in coordinating at least one social event per semester
  o Supports other programmatic initiatives
  o Participate in and share information from RL&H Monthly Development

● Sustainability Chair
  o Attends bi-weekly Programming Meeting with the Vice President for Programming and the other chairs
  o Attends general community council meetings
  o Takes the lead in coordinating at least one sustainability event per semester
  o Supports other programmatic initiatives
  o Participate in and share information from RL&H Monthly Development

● Multicultural Chair
  o Attends bi-weekly Programming Meeting with the Vice President for Programming and the other chairs
  o Attends general community council meetings
  o Takes the lead in coordinating at least one multicultural event per semester
  o Supports other programmatic initiatives
  o Participate in and share information from RL&H Monthly Development

● Service Chair
  o Attends bi-weekly Programming Meeting with the Vice President for Programming and the other chairs
  o Attends general community council meetings
  o Takes the lead in coordinating at least one service event per semester
  o Supports other programmatic initiatives
  o Participate in and share information from RL&H Monthly Development