

TERM: Academic Year

BENEFITS: Volunteers will be granted early move in access to Residence. Volunteers will receive a guaranteed a room in residence. Additional benefits of the position include job specific training, transferable skills and professional development opportunities.

REPORT TO: Residence Council Executives will report directly to the Residence Council President or designate who will provide training, support and assistance.

POSITION PURPOSE

The Residence Council Executives acts as leaders on the Residence Council to ensure that the Residence Council is representative of all residence students, providing positive leadership to the Building Representatives. The Residence Council Executives will assist the Residence Council President in leading the Residence Council in liaising with different organizations within the community to provide additional opportunities for residence students to become actively involved in the Residence, College and local communities. The Residence Council Executives will assist in leading the Residence Council with the development of programs in residence that allow for students to meet one another and develop a level of comfort in the residence environment.

POSITION SUMMARIES

RESIDENCE COUNCIL SECRETARY

- To assist in recruitment of Residence Council Building Representatives
- Attend scheduled Residence Council meetings
- Establish, develop and maintain an open relationship with each member of the Residence Council
- Encourage Residence Council Building Representatives to take an active role within their communities to promote Residence Council
- Promote academics and lifestyle balance with the Residence Council Members
- Provide active and passive programs based on the assessed needs of the Residence
- Plan a combination of academic and social programs to meet the needs of the student population
- To record minutes at all Residence Council meetings, both emergency and weekly
- To distribute minutes to all Residence Council members including the Manager and Residence Life Coordinator within four business days of all Residence Council meetings
- To handle all Residence Council correspondence
- To assist the treasurer in processing incoming funds and financial reports
- To provide all members a schedule of Residence Council meetings each semester
- To prepare materials for electronic votes

ADDITIONAL DUTIES

- Participation on Move in Day
- Additional duties as assigned by your supervisor, Residence Office or designate.

TRAINING

- Residence Move-In Day Orientation
- Attend Residence Council Training

ACADEMIC COMMENTS

Residence Council Executives are students of the institution first and should not jeopardize their academic success and are required to be a full-time student while maintaining a good academic standing with the college. All Residence Council Members are expected to speak with the RLC/RLM regarding conflicts between the position and their academic success so that a solution may be found that suits both parties.