

**TERM:** Academic Year

**REMUNERATION:** The hours expected of a Residence Council President vary according to the needs of the council. Residence Council President will receive either a \$750 Meal Card or Bookstore Card (\$375 each term) and are guaranteed a room in residence. Additional benefits of the position include leadership/meeting management training, transferable skills and professional development opportunities.

**REPORT TO:** Residence Council President will report directly to the Residence Life Coordinator who will provide training, support and assistance in the execution of the Residence Council President's responsibilities.

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### POSITION SUMMARY

The Residence Council President acts as a leader on the Residence Council to ensure that the Residence Council is representative of all residence students, provides positive leadership as a council and creates educational opportunities in an environment that is conducive to personal and social development while upholding the goals and mission of the College as a whole. The Residence Council President will lead the Residence Council in liaising with different organizations within the community to provide additional opportunities for residence students to become actively involved. The Residence Council President will lead the Residence Council with the development of programs in residence that allow for students to meet one another and feel comfortable in the residence environment. The Residence Council President will practise strong meeting management skills.

### RESPONSIBILITIES

#### A. COUNCIL BUILDING & MANAGEMENT

- Recruitment of Residence Council Building Representatives
- 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.
- Assist Residence Council Members with their understanding of the Residence Council Constitution and application of Residence Council Standards.
- Promote academics and lifestyle balance with the Residence Council Members.
- Be an effective peer helper to Residence Council Members as appropriate and within your own personal limits.
- Hold weekly meetings (unless otherwise specified by your designated supervisor).

#### B. PROGRAMMING

- 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.
- Support residence, inter-residence and campus programming throughout the course of the year.
- Practice risk management when planning and implementing programs.
- Encourage Residence Council Members to participate in program planning and implementation.
- Coordinate programming efforts with all Residence Council Members.
- Ensure coordination with Residence Council Treasurer for the documentation of all funds allocated for programming
- Work closely with Residence Life Staff to facilitate large-scale programs in residence.

#### C. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any communications and training material distributed by RLC/RLM.
- Ensure that all members of the Residence Council understand and sign the Residence Council Contract.
- Communicate and help Residence Council Members understand the Residence Council Constitution and other policies.
- Communicate regularly with the RLC/RLM through meetings, drop-ins, email and other documentation.

#### D. ROLE MODELLING

- Meet the standards within the Residence Handbook and expectations as outlined by the designated supervisor.
- Role model appropriate personal behaviour and academic success at all times.
- Develop positive relationships with office staff and other members of the residence community.

**RESIDENCE COUNCIL PRESIDENT  
POSITION DESCRIPTION**

**F. ADDITIONAL DUTIES**

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

**G. TRAINING**

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

**ACADEMIC COMMENTS**

Residence Council President is a student of the institution first and should not jeopardize their academic success and is 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 RLC/RLM regarding conflicts between the position and their academic success so that a solution may be found that suits both parties.

**STATEMENT OF UNDERSTANDING**

Residence Council President must abide by the Residence Council contract and indicate that they have read their Job Description and understand the duties, employment dates and expectations as set out by the Residence Office during team meetings and training, and those documented in the Residence Council Constitution.