



Student Council Positions Descriptions

Chair: Is the chief governing officer overseeing all council meetings. It is the responsibility of the Chair to set the agenda for all the meetings with the advice of the student engagement specialist and be prepared for those meetings in advance.

Vice-Chair: Is the second governing officer overseeing all council event activities. Chair 2 acts in place of Chair in the event of their absence. Vice-Chair 2 is in charge of maintaining and overseeing all council event activities.

Secretary: Is responsible for taking accurate notes (minutes) at all meetings and reporting those minutes to the council before, during, or after the meetings. Also, responsible for documenting the important events for the student council. This may involve taking photographs or taking notes and keeping a journal. Additional duties may include helping maintain and update the student council's social media platforms.

Parliamentary – is responsible for maintaining and calling the meeting to order. If any topics, content, or nominations call for voting, Parliamentary will be in charge of the voting procedure.