



## CHIEF COUNCILOR

The Chief Councilor is a student advocate who represents the student body in the college: Council for Education, Transformation and Advocacy (CETA) at large while empowering leadership to the College of Natural Resources (CNR). The Chief Councilor is a position that is elected by the student body to shape the student experience in purposeful and meaningful ways that value and advance the mission of the College of Natural Resources. The Chief Councilor will be supported by Deputy Chief Councilor in the area of roles and responsibilities. The specific qualifications and responsibilities of the Chief Councilor are outlined below:

### 1. QUALIFICATIONS:

- 1.1. Possess good academic credentials and no disciplinary records in CNR
- 1.2. Final year students with prior leadership experience at CNR and previous schools
- 1.3. Demonstrates enthusiasm for the college, staffs, students and co-curricular activities
- 1.4. Possess in-depth knowledge of the college and its resources
- 1.5. Communicates effectively both verbally and in writing
- 1.6. Be willing to help students with personal concerns
- 1.7. Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- 1.8. Function effectively in a team environment
- 1.9. Exhibit strong analytical and problem-solving skills
- 1.10. Have the ability to prioritize multiple tasks and responsibilities
- 1.11. Receive the largest percentage of student votes

### 2. RESPONSIBILITIES:

#### 2.1. Student Advocacy:

- 2.1.1. The Chief Councilor will serve as an advocate for the students representing CETA to articulate the needs, desires, interests, and concerns of the student body. Through the Chief Councilor's advocacy, students will enjoy a richer and more participative student experience. The following are the responsibilities:
- 2.1.2. Establish methods for gathering information related to the student experience from students regarding their academic, administrative and living environment in the hostel and forward it to the student service division or college management if required





- 2.1.3. Partner with CETA members, Student Executive Board, and Club Coordinators to develop strategic planning and activities every semester for the welfare of all the students
- 2.1.4. Organize all the important events and activities of the college under the guidance of the management such as Morning Assembly, Important National/International Events/Days, General student learning programmes such as Seminar, Debates, Extempore, Residence Life Award, student level conferences, life-long transformation activities and advocacies.
- 2.1.5. Develop and maintain positive relationships with all the students through availability, accountability, creativity, credibility, and confidentiality
- 2.1.6. Encourage Student Executive Board toward personal, social, spiritual, and academic development
- 2.1.7. Promote and support all the events on the college campus

## 2.2. Administrative Tasks:

- 2.2.1. The Chief Councilor will be responsible for administrative duties related to the day-to-day leadership of the CETA. Such responsibilities will be conducted with guidance and assistance from the Student Service Division, in collaboration with college regulations and policies. The following are the responsibilities:
- 2.2.2. Responsible for assisting the CETA Treasurer in the facilitation of financial forecasts and forms
- 2.2.3. Reports directly to the College Management Committee and College Academic Committee
- 2.2.4. Facilitate the planning and implementation of strategic activities every semester for the welfare of all the students
- 2.2.5. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently

## 2.3. Support of Policies and Standards:

- 2.3.1. The Chief Councilor is a representative of the College in his/her relationships and contacts both on and off-campus. The Chief Councilor is expected to uphold college and residential standards and policies as outlined in, the Student Handbook. The following are the responsibilities:





2.3.2. Be thoroughly familiar with the College of Natural Resources' Student Handbook

2.3.3. Communicate and model behavior and policy expectations of the College of Natural Resources to the campus community

2.3.4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.

2.3.5. Assist with conflict resolution regarding problems with the student executive board.

2.3.6. Support and do not openly disagree with college regulations. Be quick to listen and slow to speak with fellow students. Seek an appropriate channel to discuss the issue at hand to address the disagreement

#### 2.4. **Time Commitment:**

2.4.1. As a Chief Councilor, you must manage your time personally, academically, and in other activities. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Chief Councilor position throughout the year. The Chief Councilor is to be available and accessible to the CETA members, SEB members, and the college management throughout the academic year

#### 2.5. **Manage out:**

2.5.1. The Chief Councilor's performance is under continuous evaluation to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Student Service Division may result in personnel sanctions which could include verbal or written warnings, probation, or possible termination. In such events, the Deputy Chief Councilor shall be appointed as the Chief Councilor

