



DEPUTY CHIEF COUNCILOR

The Deputy Chief Councilor is a student advocate who represents the student body and is in charge of standing in for the Chief Councilor when he/she is unavailable and works directly with/under the conjunction with the Chief Councilor. The Deputy Chief Councilor is a position that is elected by the student body. The Deputy Chief Councilor must be knowledgeable about the Chief Councilor's duties and ongoing business. Besides performing specific duties as prescribed by the Student Service Division, the Deputy Chief Councilor presides over meetings when the Chief Councilor is absent. The specific qualifications and responsibilities of the Deputy Chief Councilor are outlined below:

1. QUALIFICATIONS:

- 1.1. Final year students with prior leadership experience at CNR and previous schools.
- 1.2. Be in good academic and no disciplinary standing with the College of Natural Resources
- 1.3. The deputy chief councilor is the second-highest elected by the student body
- 1.4. Demonstrates enthusiasm for the college, students, faculty, staff, and co-curricular programming
- 1.5. Possess in-depth knowledge of the college and its resources
- 1.6. Communicates effectively both verbally and in writing
- 1.7. Be willing to help students with personal concerns
- 1.8. Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- 1.9. Function effectively in a team environment and collaboration skills
- 1.10. Exhibit strong analytical and problem-solving skills
- 1.11. Have the ability to prioritize multiple tasks and responsibilities
- 1.12. Must be hands-on and be willing to roll up your sleeves to perform any responsibilities needed to ensure success

2. RESPONSIBILITIES:

- 2.1. **Student Advocacy:** The Deputy Chief Councilor will assist Chief Councilor to serve as an advocate for the students representing CETA to articulate the needs, desires, interests, and concerns of the student body. The Deputy Chief Councilor will assist the Chief Councilor in achieving the following responsibilities:





- 2.1.1. Establish methods for gathering information related to the student experience from students regarding their academic, administrative and living environment in a hostel and forward it to the student service division or college management if required.
- 2.1.2. 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.
- 2.1.3. 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. Develop and maintain positive relationships with all the students through availability, accountability, creativity, credibility, and confidentiality.
- 2.1.5. Encourage Student Executive Board toward personal, social, spiritual, and academic development.
- 2.1.6. Promote and support all the events on the college campus.

2.2. **Administrative Tasks:** The Deputy Chief Councilor will assist Chief Councilor with the 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 the college regulations and policies. The Deputy Chief Councilor will assist the Chief Councilor in achieving the following responsibilities:

- 2.2.1. Responsible for assisting the CETA Treasurer in the facilitation of financial forecasts and forms.
- 2.2.2. Disperse information at a weekly / monthly staff meeting.
- 2.2.3. Facilitate the planning and implementation of strategic activities every semester for the welfare of all the students.
- 2.2.4. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.

2.3. **Support of Policies and Standards:** The Deputy Chief Councilor will assist the Chief Councilor to be representative of the College in his/her relationships and contact both on and off-campus students. Both of them are expected to uphold college and residential standards and policies as outlined in, the College of Natural Resources' Student Handbook.





The Deputy Chief Councilor will assist the Chief Councilor in achieving the following responsibilities:

- 2.3.1. Be thoroughly familiar with the College of Natural Resources' Student Handbook.
- 2.3.2. Communicate and model behavior and policy expectations of the College of Natural Resources to the campus community.
- 2.3.3. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
- 2.3.4. Assist with conflict resolution regarding problems with the student executive board.
- 2.3.5. 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 Deputy Chief Councilor, you must manage your time personally, academically, and in other activities. You should be ready to assist the Chief Councilor whenever required. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Deputy Chief Councilor position throughout the year.

2.5. Manage out:

- 2.5.1. The Deputy 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 include verbal or written warnings, probation, or possible termination. The next student on standby will be appointed as the Deputy Chief Councilor.

