AVSC Exec Board Job Descriptions and Responsibilities 2018-2019

**Strengthening the Community**
- Promote positive interaction between residents by coordinating and supporting all meetings and events facilitated by the Arroyo Vista Student Council (AVSC) within Arroyo Vista, as well as events sponsored by other Arroyo Vista Student Housing Staff
- Solicit the needs and interests of Arroyo Vista residents and encourage involvement
- Work cooperatively with the Arroyo Vista Student Housing staff at all levels to create an environment which respects the rights of others and promotes consideration of individual needs in a group living environment
- Uphold and respect the integrity of all races, ethnicities, religions, cultures, genders, sexual orientations, and all other differences within the community
- Display positive role modeling by supporting, upholding, and enforcing the philosophy, policies, and mission of Student Housing and the University

**Responsibilities**
- Serve in the capacity of an Arroyo Vista Student Council Executive Board member for the duration of the academic year and live within the community.
- Coordinate and attend regular AVSC general meetings every Tuesday at 8pm during weeks 1-10 to foster the input and involvement of the Arroyo Vista Community
- Meet with the AVSC Executive Board weekly to plan meetings and events
- Hold scheduled office hours, according to position, to meet with students and complete tasks during business hours
- Adhere to timelines and deadlines for meetings and program planning efforts
- Decorate and post, as needed, on the bulletin boards throughout the complex and within houses, with educational information, resources, and AVSC publicity and social media
- Distribute flyers and other important AVSC and GUSH information to RAs and other student staff through mailboxes and in digital format
- Participate in the evaluation of programs, activities, and staff at various levels
- Attend, plan and implement AV Signature events (included by not limited to… Welcome Week, Haunted Vista, Casino Night and Spring Fling).
- Thoroughly complete weekly reports by the established deadline and meet regularly with AVSC Advisor
- Participate in mandatory Fall Student Staff training beginning as early as late August, 2016 and attend other various training sessions throughout the year
- Promote, participate in, and support programs sponsored by other Arroyo Vista staff members
- Possibly attend leadership conferences and events as available and necessary
- Possibly serve on committees for all Housing events programs as available and necessary
- Serve as a liaison between the professional staff of Arroyo Vista Housing and the students
- Uphold and follow policies as described in the resident handbook
- Perform other duties as assigned
- Participate in staff responsibilities for April Tours and Celebrate UCI

**Requirements**
- Must be a full-time, undergraduate student maintaining a minimum quarterly and cumulative GPA of 2.4
- Must stay in good disciplinary and financial standing with the University
- Must accept a contract for Arroyo Vista during the current academic year (regular housing rates apply)
- Must complete and pass a background check through UCIPD
- Commit 10-15 hours per week
- Outside involvements are limited to 10 hours/week

**Remuneration**
- Paid executive positions (President, Vice President, Community Development Chair, Service & Sustainability Chair, and Diversity & Wellness Chair) receive an hourly rate of $11.00 with the President receiving $12.50.
- Receive guaranteed housing in Arroyo Vista during length of employment

**President**
- Calls to order and presides over all Arroyo Vista Student Council (AVSC) meetings utilizing Robert’s Rules of Order
- Holds at least six scheduled office hours in the AVSC office weekly. This time may include 1-on-1’s with AVSC advisor and Executive Member 1-on-1’s.
- Meets with the Director and/or other Professional Staff of Arroyo Vista to stay updated on AV issues when needed
- Creates agenda for executive and general AVSC meetings
- Responsible for maintaining a list of relevant upcoming leadership opportunities to share with House Representatives, the rest of student staff, and residents of AV (i.e.: applications for SPOP, Admin Intern Program, upcoming Career Center Workshops, etc.).
- Oversees the activities of the rest of the board and provides assistance wherever needed
- Acts as the liaison between AVSC and Arroyo Vista and Student Housing staff
- Consults with and assists the AVSC Advisor whenever necessary and meets with the AVSC Advisor on a regular basis
- Serves as point person for all of AVSC’s advocacy efforts
- Gathers advocacy issues, does research and compiles a report to be shared with the Arroyo Vista Director, AVSC Advisor, Executive Board, and house reps on a regular basis
- Responsible for leading the “ice breakers” at all AVSC general meetings
- Leads officer transition/passdown during spring quarter
- Advertises for and recruits House Representatives as well as encourage attendance at meetings
- Assigns two executive board members to attend weekly GUSH meetings
- Helps with planning and implementation of Arroyo Vista’s Signature events (Haunted Vista, Casino Night, and Spring Fling)
- Helps with planning and implementation of Welcome Week
- Appoints House Rep Coordinators and assigns duties as needed

**Vice President (Manager)**
- Fills in for President in his or her absence
- Holds at least four office hours in the AVSC office weekly
- Ensures that AVSC is registered as a student organization with the Office of Student Life and Leadership prior to the start of Fall Quarter and works with AVSC Advisor to arrange payment of student organization fee (if necessary)
- Ensures that all Exec Board members have access to the AVSC email (avsc@uci.edu), that the AVSC email is checked on a regular basis, and responds to emails from House Reps if can
- Checks the AVSC organization mailbox in the Office of the Student Life and Leadership regularly
- Works with AVSC Advisor to develop the AVSC budget for the academic year and meets with the AVSC Advisor on a regular basis
• Maintains accurate records of all financial transactions and provides regular updates to the AVSC Advisor, Executive Board and delegation
• Manages all house funds and large-item requests in conjunction with the AVSC Advisor
• Records accurate minutes for AVSC meetings and distributes them to house representatives, executive council members, Residence Life professional staff, and RAs
• Takes roll call of AVSC House Representatives at all meetings and maintain accurate records of member attendance
• Maintains roster and department list-serves of all AVSC members and their contact information
• Can put on one program per quarter related to a current event, or issue in Arroyo Vista if desired (i.e.: safety, academic preparedness, finals study breaks etc.)
• Advertises for and recruits House Representatives as well as encourage attendance at meetings
• Responsible for the management of a social media profile (the AVSC Facebook page, etc.) to maintain AVSC’s presence and publicity
• Oversees the marketing of all AVSC programs and events, including (but not limited to) flyers, posters, social media, email, and word-of-mouth. Assists with marketing efforts where needed, conveys marketing expectations to the rest of the Executive Board, and assesses marketing results
• Helps with planning and implementation of Arroyo Vista’s Signature events (included but not limited to: Haunted Vista, Casino Night, and Spring Fling)
• Helps with planning and implementation of Welcome Week

**Community Development Chair**

• Plans and implements a minimum of two community development programs per quarter including one Signature event and AVSC Finals Study Breaks
• Serves as the lead programmer in planning and implementation of Arroyo Vista’s Signature events (included but not limited to: Haunted Vista, Casino Night, and Spring Fling) and collaborates with other programmers on events as needed
• Helps with planning and implementation of Welcome Week
• Holds at least four office hours in the AVSC office weekly
• Responsible for creating and maintaining a committee to assist with responsibilities (i.e.: publicity, project execution, etc.) and meeting with this committee in some fashion when needed to incorporate resident feedback into planning of programs
• Responsible for the marketing and publicity of own programs through multiple forums (i.e.: house flyers, posters, social networks, etc.) and adheres to marketing guidelines set by the Vice President and the AVSC Advisor
• Advertises for and recruits House Representatives as well as encourage attendance at meetings
• Takes pictures at own programs and collaborates with other programmers in the creation of an online album of AVSC events
• Meets with the AVSC Advisor on a regular basis

**Service and Sustainability Chair**

• Plans and implements a minimum of one community service program and one sustainability/environmental program per quarter (including the Winter Quarter Ops Appreciation lunch)
• Collaborates with other programmers to coordinate large scale programs as needed
• Helps with planning and implementation of Arroyo Vista’s Signature events (included but not limited to: Haunted Vista, Casino Night, and Spring Fling)
• Helps with planning and implementation of Welcome Week
• Holds at least four office hours in the AVSC office weekly
• Responsible for creating and maintaining a committee to assist with responsibilities (i.e.: publicity, project execution, etc.) and meeting with this committee in some fashion when needed to incorporate resident feedback into planning of programs
• Responsible for the marketing and publicity of own programs through multiple forums (i.e.: house flyers, posters, social networks, etc.) and adheres to marketing guidelines set by the Vice President and the AVSC Advisor
• Advertises for and recruits House Representatives as well as encourage attendance at meetings
• Takes pictures at own programs and collaborate with other programmers in the creation of an online album of AVSC events
• Meets with the AVSC Advisor on a regular basis
• Keeps up to date with latest information about “Green” activities happening on campus and in the community
• Works with campus departments and organizations (i.e., Center for Service in Action, Circle K, Students for Sustainability) to bring programs and opportunities to Arroyo Vista

**Diversity and Wellness Chair**
• Plans and implements a minimum of one diversity and one wellness/health program per quarter (including Spring Pride Fest)
• Collaborates with other programmers to coordinate large scale programs as needed
• Helps with planning and implementation of Arroyo Vista’s Signature events (included but not limited to: Haunted Vista, Casino Night, and Spring Fling)
• Helps with planning and implementation of Welcome Week
• Holds at least four office hours in the AVSC office weekly
• Responsible for creating and maintaining a committee to assist with responsibilities (i.e.: publicity, project execution, etc.) and meeting with this committee in some fashion when needed to incorporate resident feedback into planning of programs
• Responsible for the marketing and publicity of own programs through multiple forums (i.e.: house flyers, posters, social networks, etc.) and adheres to marketing guidelines set by the Vice President and the AVSC Advisor
• Advertises for and recruits House Representatives as well as encourage attendance at meetings
• Takes pictures at own programs and collaborate with other programmers in the creation of an online album of AVSC events
• Meets with the AVSC Advisor on a regular basis
• Keeps up to date with latest information about wellness or diversity-related activities on campus and in the community
• Works with campus departments (i.e., Cross Cultural Center, LGBT Resource Center, Health Education Center) to bring programs and opportunities to Arroyo Vista
• Responsible for sharing a weekly wellness tip to the Arroyo Vista community