MESA COURT COUNCIL EXECUTIVE BOARD
(4 AVAILABLE)

Mesa Court Council (MCC) Executive Board serves as an active student organization to enhance the vitality of the Mesa Court community. This group serves as an advocacy group to address residents’ needs, provide quality community-building, service and leadership programs, as well as works cooperatively with the Residential Life professional and student staff teams to create an environment that respects the rights of others and promotes consideration of individual needs within first-year community. The Executive Board is comprised of four student staff live-in positions: President, Vice President, Advocacy & Activities Chair, and Community Service & Outreach Chair. The board’s primary responsibility is to work as a team to assess the needs of the community and develop action plans, strategies, and programs to address those needs.

Advisor: First Year Initiatives Coordinator
Wages: President – 13.50 per hour
   All others – 12.00 per hour
Dates: September 3, 2019 (must attend staff training) – June 15, 2020
Hours: Approximately 10-12 hours per week
Live-in: Required
Meetings: Executive Board meetings – TBD 2 hours a week
   General Council meetings – TBD 1 hour a week

President

- Call to order and preside over MCC weekly and Executive Board meetings
- Maintain Financial records for the MCC Account with Advisor
- Coordinate all financial matters and budget tracking with all chairs and Advisor
- Oversee committee chairs’ Academic year budget/spending
- By Fall Quarter week 2 during Executive Meeting present the designated budget to committee chairs
- By Fall Quarter week 3 during MCC General Meeting present to council in regards to funding requests
- Work with the Vice President to do all purchasing of events and committee members’ programs
- Create and agenda and presentation for weekly General Meetings
- Prepare general meetings presentation and agenda prior to Executive meetings
- Meet with Advisor for weekly management meeting
- Serve as a representative for RHA Board Meetings once a week
- Plan/Collaborate a program with departments and or within committees
- In charge of maintaining order with in both Executive-Board and General Council Meetings
- Collaborate with Advisors and other council members to facilitate Mesa Court Council events, meetings, and advocacy efforts
- Oversee Advocacy & Activities Chair or Community Service & Outreach Chair committees , attend weekly committee meetings

Student Signature: Date:
Supervisor Signature: Date:
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Vice President

- Register MCC as a student organization with Office of the Dean of Students in the early Fall Quarter (no later than Week 2)  
- Organize and maintain MCC Program Supply Inventory/ Closet  
- Respond to Mesa Court email communications  
- Maintain up to date roster of MCC Hall Representatives  
- Maintain Hall Representative files, information, and attendance  
- Maintain meeting minutes for Executive and MCC General Meetings  
- Keep track of event files, officer files and ensure all purchase request forms are filled in proper prior to sending it over to Advisor for approval  
- Maintain the MCC Drive organized  
- Create a photo folder for all events where all committees are required to capture their events  
- Serve as an interim President should a need occur and fulfill duties of President in their absence  
- Meet with Advisor for weekly management meeting  
- Plan/Collaborate a program with departments and or within committees  
- Collaborate with Advisors and other council members to facilitate Mesa Court Council events, meetings, and advocacy efforts.  
- Oversee Advocacy & Activities Chair or Community Service & Outreach Chair committees, attend weekly committee meetings

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Advocacy & Activities

- Serve as a liaison to departments outside of Mesa Court (UCIPD, Parking, ASUCI, RHA, Dining, etc.)
- Coordinate, market, and attend quarterly “Dine with the Directors” Program: this program focusing on opening a space for our residents to provide feedback on the dining options within the Anteatery
- Coordinate General meeting ice breakers/activities/energizers and themes for meetings
- Quarterly collect resident feedback by tabling and creating surveys on MCC programs and general feedback of Mesa Court
  - Present feedback to Director & Associate Director during and MCC Executive Meeting and or during a Mesa Court Management Team Meeting
- Plan annual Mesa Court Spring Carnival alongside with Executive Board
- Implement 1 program per quarter focused on diversity/advocacy
- Plan and coordinate quarterly a Dining with Directors program for resident feedback on Dining
- Market all events via MCC Facebook, Instagram, Snap Chat
- Make program flyers 2 weeks prior to event
- Log in program in “Program Proposal” prior to holding event
- Fill out all room reservation forms for your events 1 week prior to event
- Create a subcommittee that will encompass 3-4 Mesa Court residents to aid in program planning
- If any initiates are brought up during MCC General Meetings coordinate sub committees to work on proposals.

Student Signature: ___________________________ Date: __________
Supervisor Signature: ___________________________ Date: __________
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Community Service & Outreach

- Organize and implement service projects (minimum one per quarter) such as but not limited to:
  - Food Drives (partner with Food Pantry)
  - Blood Drives (partner with Campus Blood Donor Center)
  - Beach Clean Ups (partner with OC CoastKeepers)
  - Aid Projects (partner with UCI Volunteer Programs)
- Work to make Mesa Court more environmentally friendly by collaborating with the Global Sustainability Resource Center
- Market all events via MCC Facebook, Instagram, Snap Chat
- Make program flyers 2 weeks prior to event
- Log in program in “Program Proposal” prior to holding event
- Fill out all room reservation forms for your events 1 week prior to event
- Create a subcommittee that will encompass 3-4 Mesa Court residents to aid in program planning
- Collaborate with the Academic & Community Excellence Programmers on wellness programs (minimum one per quarter)
- If any sustainability initiatives are brought up during MCC General Meetings coordinate sub committees to work on proposals.

Student Signature: __________________________ Date: ______________
Supervisor Signature: __________________________ Date: ______________