



POLICY TYPE: **Job Description**
POLICY TITLE: **Director of Residential Life**
APPROVED: **February 9, 2009**

3.5

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall be available to students in the SUCCI Office for a minimum of one (1) hour per week as well as three (3) hours per week in the Residence Office. SUCCI Office hours must be between the hours of 8:00AM and 5:00PM and Residence hours must be between 3:00PM and 8:00PM and can be fulfilled in any residence common area. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
6. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
7. Shall represent the students living in Sibley Hall Residence.
8. Shall have monthly meetings with the Manager of Residential Life to address any issues and/or concerns with residence life.
9. Shall promote SUCCI sponsored events to students who live in Sibley Hall and encourage attendance.
10. Shall submit regular articles to the student newspaper in conjunction with the Residence Programmer on the happenings of residence life.
11. Shall preside as Chair of the Residence Council.
 - a. Shall archive meeting minutes to be available upon request of any SUCCI Board Member and any interested students.
12. Shall promote relationships with external organizations to benefit the residence students.
13. Shall sit on any committee pertaining to residential life including Information Technology Committee, and Food Services Committee.



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14. Shall set up and promote the Residence Floor representative (Residence Council) system, throughout Sibley Hall with the help of the Incentive Program.
 - a. The Incentive Program is to be based on Senator approval in conjunction with the Class Rep Incentive Program.
15. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
 - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.