

# **UCC STUDENT COUNCIL OFFICERS**

## **Roles and Responsibilities**

### **Roles and Responsibilities of officers of the UCC Student Council Executive Committee**

(1) The President Shall, *inter alia*:

- (a) Be the chief executive officer of the UCC Student Council Body.
- (b) Preside over all meetings of the UCC Student Council/ Executive.
- (c) Ensure that the mandates directed by the Student Body/ Student Council Executive shall be duly carried out.
- (d) Approve all documents before they are issued in the name of the UCC Student Council Body.
- (e) Be a co-signatory on all cheque of the UCC student council body and in the event of the regional office, the Chairman shall sign.
- (f) Have the authority to speak on behalf of the UCC Student Council Body.
- (g) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

(2) The Regional Chairman shall, *inter alia*:

- (a) Chair all Regional Student Council meetings
- (b) Be in charges advocacy and development in the region/ campus.
- (c) Be a co- signatory to cheque of the regional UCC Student Council body.
- (d) Shall perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

(3) The Vice President shall, *inter alia*:

- (a) Conceptualize, organize and implement at least 3 voluntary programs for the academic year; one of which must be to uplift your campus.
- (b) Coordinate town hall meetings once per semester
- (c) Sit on all fundraising committees and liaison with the treasurer;
- (d) Coordinate training for Student Council Executive.
- (e) Chair the Student Council/Executive Committee meetings in the absence of the President or Chairman.
- (f) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

(4) The Secretary shall, *inter alia*:

- (a) Be the administrative head for the UCC Student Council and the Executive Committee.
- (b) Coordinate and manage the secretariat.
- (c) Be responsible for recording and making notes of such minutes, resolutions and notions as are passed at Executive and Council meetings.
- (d) Compile and publish reports of the Student Council at the end of each semester.
- (e) Ensure the proper and timely maintenance of files including but not limited to the minutes and reports of events, so that they may be available to any member of staff and the student body upon reasonable request.
- (f) Be a co-signatory to cheque of the UCC Student Council body
- (g) See to the dissemination of information to the student body, the Executive and the Department of Student Affairs.
- (h) Compile and publish an annual report of the Council at the end of the academic year.
- (i) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/Student Council Executive Committee.

(5) The Treasurer shall, *inter alia*:

- (a) Coordinate fundraising activities for the Council.
- (b) Ensure that proper accounting practices and procedures of the Council are in accordance to standard best practices.
- (c) Sign to cheques of the UCC Student Council.
- (d) Receive all monies on behalf of the Council.
- (e) Keep accurate account of all receipts and expenditures of monies made on behalf of the Council.
- (f) Present an up to date report on the finances of the Council to the executive , student body and the Department of Student Affairs and the end of each semester.
- (g) Submit to the secretary the audited account before the end of the semester to be included in the final semesters report.
- (h) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

The Public Relations Officer shall, *inter alia*:

- (a) Promote the activities of the Council through planned publicity strategies and campaigns.
- (b) Be the primary point of contact between media and the council.
- (c) Disseminate accurate and relevant information to the Student body and External organization.
- (d) Write and produce presentations and press releases
- (e) Have the Authority to Speak on behalf of the UCC Student Council Body.
- (f) Be present at functions that are deemed necessary by the Department of Student Affairs and the Student Council.
- (g) Perform any other functions that are assigned to him/her from time to time by the UCC Student Body/ Student Council Executive Committee.

