



Association of College Unions International

*Serving the college union and student activities profession since 1914*

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## REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

### Educational Council Coordinators

There shall be four Educational Councils, each managed by one staff coordinator (unless a student is assigned to a council). These coordinators will develop, deliver, and evaluate programs, services and support functions for the Region on issues pertaining to Student Unions/Activities and Student Development through a volunteer-based membership and in concert with the International Education Councils and Central Office Staff. Duties shall include but not limited to:

1. Attend the Regional Leadership Team meetings.
2. Attend the Regional Fall Conference.
3. Communicate with the Regional Director and council volunteers.
4. Have access to web-based communication technology at their home institutions.
5. Conduct a minimum of one meeting annually with council volunteers.
6. Provide an annual written report to be included in the Annual Report by the Regional Director to be submitted to the Central Office liaison and Regional Leadership Team. Prepare an oral report for the business and Regional Leadership Team meetings or copies of a written report if unable to attend.
7. Provide an annual written report upon leaving positions listing projects and activities accomplished, with recommendations for the next Education Council Coordinator. Copies of the report should be filed with the Regional Director and the incoming Coordinator.

Web-based technology will be used to facilitate collaboration and information sharing with other Educational Council Coordinators on the regional and international levels. Efforts will target, but not be limited to, the following areas:

<i>1. Administration, Finance, and Management</i>	<i>2. Auxiliary Services</i>	<i>3. Campus Life and Programs</i>	<i>4. Facilities and Operations</i>
<ul style="list-style-type: none"> <li>• bench marking</li> <li>• contracting</li> <li>• fund raising and development</li> <li>• financial management</li> <li>• employee relations</li> <li>• legal issues</li> <li>• staffing</li> <li>• technology</li> <li>• policy information</li> <li>• leadership</li> <li>• governance</li> <li>• strategic planning</li> <li>• marketing</li> </ul>	<ul style="list-style-type: none"> <li>• reservations/conferences</li> <li>• bookstores</li> <li>• food services</li> <li>• retail operations</li> <li>• recreation and fitness centers</li> <li>• child care</li> <li>• hotel management</li> <li>• leases and contracting</li> <li>• information centers</li> <li>• multimedia centers</li> </ul>	<ul style="list-style-type: none"> <li>• student development</li> <li>• arts</li> <li>• commuter issues</li> <li>• activities</li> <li>• orientation</li> <li>• crafts</li> <li>• special events</li> <li>• cultural diversity</li> <li>• community service</li> <li>• service learning</li> <li>• community</li> <li>• clubs and organizations</li> </ul>	<ul style="list-style-type: none"> <li>• renovation and construction</li> <li>• building management</li> <li>• night and weekend management</li> <li>• recycling/environmental issues</li> <li>• maintenance</li> <li>• custodial care</li> <li>• fixtures, furnishing, and equipment</li> <li>• capital equipment</li> <li>• information services</li> </ul>