



Association of College Unions International

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

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## REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

### **Coordinator, Two-Year Colleges**

Duties shall include but not limited to:

1. Attend all Leadership Team meetings
2. Provide assistance and direction on Regional activities.
3. Provide feedback to the Regional Director on Regional issues.
4. Evaluate priorities, make recommendations, and approve Regional budgets.
5. Set, approve, and maintain the annual calendar of Regional Activities
6. Develop/establish working relationships with member two-year schools of Region 13.
7. Work with non-member schools to promote participation in the activities of the Region and membership in ACUI.
8. Provide information on two-year schools to the Regional Leadership Team in order to help Region 13 more effectively serve their individual differences.
9. Provide educational content related to two-year schools for the education councils, the newsletter, and the Regional Leadership Team.
10. Coordinate or present sessions on two-year school topics at the regional or international conference to help increase awareness of two-year schools and their unique characteristics.
11. Provide guidance or support to the Conference Coordinator, Conference Host School Coordinator, and Recreation / College Bowl Coordinator on the recruitment and involvement of two-year schools.
12. Monitor award programs and leadership positions in the region and advocate for the effective representation of two-year schools.