New College House Council 2021-22

Roles & Responsibilities

New College House Council is an advocacy and programming board for the residents of New College House. Members represent the needs of residents of NCH through conversation, liaising with NCH senior staff (House Director, House Coordinator, Faculty) and programming. Funding is provided from the house budget.

As House Council forms and solidifies its mission and goals, additional interests and initiatives may be taken up, such as service, community dialogue and partnership with other student organizations.

House Council is an essential leadership organization in New College House; members will have the opportunity to explore their leadership style and develop skills related to collaboration, facilitation, and communication, among other topics.

House Council consists of the Executive Board and General Body:

Executive Board:

Chair

- Facilitates process regarding group mission & values
- Meets with advisor to set meeting agenda
- Facilitates weekly meetings.
- Listens to residents and seeks feedback regarding student experience in NCH.
- Communicates with house senior staff regarding student feedback
- Collaborates with membership to initiate, plan and implement house events
- Consults with Treasurer to set budget
- Serves as a role model to council and residents
- Chairs council committees/sub-committees as needed
- Other responsibilities as community needs determine

Vice-Chair for Recognition

- Collaborates with residents and council members to create and implement initiatives to honor and celebrate residents, including contributions to the house, individual achievements, academic success, etc.
- Collaborates with residents and council to create and implement initiatives to honor and celebrate partner offices that contribute to NCH quality of life, including but not limited to Residential Services, Security, Facilities and Dining
- Attends and participates in E-Board and General Body meetings
- Coordinates semesterly events intended to recognize residents and communities within NCH
- Listens to residents and seeks feedback regarding student experience in NCH.
- Serves as a role model to council and residents
- Chairs council committees/sub-committees as needed
- Facilitates e-board and/or general body meetings in absence of Chair
- Other responsibilities as community needs determine

**Vice-Chair for Media and Marketing**

- Collaborates with residents and council members to advertise House Council initiatives, including social media, web announcements, flyers and signage
- Collaborates with Social Media and Marketing manager and staff liaisons to create House Council-related content for house platforms
- Creates a “cross-promotion” schedule to allow for initiatives to be advertised at house events when appropriate
- Attends and participates in E-board and General Body meetings
- Collaborates with Vice-Chair for Recognition to advertise initiatives
- Listens to residents and seeks feedback regarding student experience in NCH.
- Serves as a role model to council and residents
- Chairs council committees/sub-committees as needed
- Facilitates e-board and/or general body meetings in absence of Chair.
- Other responsibilities as community needs determine

**Vice-Chair for Administration**

- Records and distributes meeting minutes for E-Board and General Body
- Maintains calendar of House Council initiatives
- Coordinates logistics for House Council initiatives as needed, including space reservations, supply/food orders, etc, through collaboration with Advisor and House Coordinator.
- Serves as a role model to council and residents
- Chairs council committees/sub-committees as needed
- Listens to residents and seeks feedback regarding student experience in NCH.
- Other responsibilities as community needs determine

**Vice-Chair for Finance**

- Tracks council spending based on budget
- Collaborates with Chair to set council budget
- Coordinates any council funding request initiatives (either internal to council or external)
- Meets with Advisor to discuss council budget
- Provides budget report at meetings
- Collaborates with Vice-Chair for Administration and House Coordinator regarding logistics as they relate to spending
- Serves as a role model to council and residents
- Chairs council committees/sub-committees as needed
- Listens to residents and seeks feedback regarding student experience in NCH
- Other responsibilities as community needs determine

Floor Representative

The General Body is comprised of Floor Representatives and any members of the house community who wants to participate. Each community in NCH, delineated by RA, can have at least one Floor Representative. Floor Representatives are selected by each community.

- Listens to residents and seeks feedback regarding student experience in NCH
- Communicates with floor community regarding House Council initiatives
- Brings ideas and suggestions from the floor community to House Council meetings for discussion
- Collaborates with E-Board and Council members to plan and implement initiatives
- Participates in General Body Meetings
- Participates and promotes Council initiatives
- Serves on council committees as needed
- Chairs council committees/sub-committees as needed
- Other responsibilities as community needs determine

You are going to truly make a different in NCH this semester!