CHESTNUT RESIDENCE COUNCIL (CRC) EXECUTIVE POSITION DESCRIPTIONS

All positions on the Chestnut Residence Council have the following general responsibilities:

1. Act as the student decision-making body representing the residents of Chestnut Residence.
2. Support social and athletic activities for all members of the Chestnut Residence community.
3. Encourage inter-Floor unity.
4. Liaise with the Residence Office in matters concerning residents.
5. Keep residents informed of issues and events pertaining to the Residence and University community.

Descriptions of each Executive position’s specific responsibilities are as follows:

PRESIDENT

1. Coordinate and oversee all Council activities and facilitate communication between Council members.
2. Schedule Council and Executive meetings, and chair Executive meetings.
3. Oversee fulfillment of office hours, with the assistance of the VP Communications.
4. Organize at least one Council retreat per year.
5. Act as a signing authority for Council funds.
6. Provide support and guidance to the Executive and Floor Representatives.
7. Act as liaison between the Residence Office and the Council.
8. Chair the Hiring Committee, and oversee the hiring of the Speaker and Secretary.
9. Ensure all council members meet their duties and responsibilities and if not, follow procedures defined in Article 15 of the CRC Constitution in regards to neglect of duties and removal from office.
10. Sit on the Residence Affairs committee and relay relevant information at council meetings.
11. Attend the semi-annual board meeting or designate an Executive member to attend in his/her stead.
12. Initiate the hiring process for the Speaker and Secretary positions in accordance with Article 14 – Hiring of the CRC Constitution prior to the first council meeting.

VICE-PRESIDENT (VP) FINANCE

1. Manage the Council’s financial accounts, and maintain accurate records of all Council expenditures.
2. Prepare and present to Council the annual Budget at the beginning of the fall term but no later than October 30th.
3. Provide regular updates on the Council’s finances at Council meetings.
5. Make all arrangements for the audit of the Council’s finances to the internal auditor of the University by the end of the school year.
6. Perform the duties of the President in his/her absence.
7. Chair the Finance Commission.

**VICE-PRESIDENT (VP) SOCIAL**

1. Organize residence-wide social events and promote residence spirit.
2. Chair the Semi-Formal committee to facilitate and organize the annual semi-formal.
3. Ensure all social coordinators meet their duties and responsibilities and if not, inform the President of said violations.
5. Chair the Social Commission.

**VICE-PRESIDENT (VP) COMMUNICATIONS**

1. Promote and communicate Council events throughout the Residence.
2. Coordinate residence-wide email lists, and be responsible for assisting the Residence Office issue periodic newsletters to residents.
3. Oversee and approve advertising by residents and external student election campaign candidates within the residence.
4. Oversee Council’s bulletin boards, and promote events on social media and other outlets.
5. Maintain and oversee the operation of the Council Office, in cooperation with the President.
6. Chair the Communications Commission.

**VICE-PRESIDENT (VP) INTERNAL**

1. Act as a liaison between Chestnut Tree staff and residents.
2. Maintain CRC equipment including, but not limited to the Urban ping pong table, the Urban pool table, music room equipment, etc.
3. Sit on the Residence Affairs committee and relay relevant information at council meetings.
4. Chair the Internal Commission.

**VICE-PRESIDENT (VP) EXTERNAL**

1. Promote charitable acts and organize charity drives within the Residence.
2. Provide information about student volunteer opportunities.
3. Educate residents about the various holidays and traditions celebrated by their fellow residents, in coordination with the Residence Office.
4. Assist coordination between the Council and the Students’ Administrative Council (SAC), college student governments, faculty student organizations, and the University administration.
5. Act as a liaison between Council and Chestnut Residence recognized student clubs.
6. Act as a liaison between Chestnut Residence recognized student clubs and SAC and University of Toronto recognized student clubs.
7. Assist students seeking to establish new clubs, and to clubs seeking recognition.
8. Act as the liaison between the Council and the University and outside community.
9. Chair the External Commission.

**VICE-PRESIDENT (VP) ATHLETICS**

1. Promote physical activity and fitness within the Residence.
2. Organize and register Chestnut Residence male, female and co-ed sports teams in intramural competition.
3. Represent Chestnut Residence at the male, female and co-ed intramural sports councils at UoT.
4. Organize Residence sporting events, activities and trips.
5. Chair the Athletics Commission.

**JOINT RESPONSIBILITIES BETWEEN THE VP SOCIAL/EXTERNAL/ATHLETICS**

1. Must organize two small programs a semester or one large program a semester whereas programs, small programs and large programs are defined as follows:
   - **Program**: an event that falls within the respective Executive’s role, promotes community engagement, provides ample opportunity for members of the Executive’s commission to help plan the event and learn from the experience, and provides ample opportunity for the respective Executive to gain leadership experience
   - **Small Program**: A program that requires 8 to 25 hours of planning, preparation, and execution
   - **Large Program**: A program that requires more than 25 hours of planning, preparation, and execution (e.g. Semi-Formal)

*note that position descriptions were last updated in 2017*