

STUDENT FACULTY COUNCIL

POSITION DESCRIPTIONS

Co-Chairperson

Holds the primary leadership position among the Student-Faculty Council Officers along with the Co-Chairperson, Dean Leferre. As the head organizer and motivator of the SFC, this person will ensure that the council follows through with its ideas in a timely and constructive fashion. It is also the Co-Chair's duty to create an agenda for each meeting. It is essentially the Co-Chairperson's responsibility to oversee that tasks are being accomplished by the rest of the council. A high level of participation in activities and projects is also asked.

Secretary/Treasurer

This position entails being the chief administrator for the SFC. This person must take charge of ensuring that documents and all records are cared for. This position involves working closely with the Co-Chair to prepare topics for discussion before each meeting, as well as records and distributes meeting minutes. Regarding treasurer responsibilities, this person will be working closely with Mr. Manes on the topic of financial considerations and allocation of student body activity funds.

Service Chair

In response to increased student concerns about MUDEC's contribution to the community, this position involves an individual who will facilitate the implementation and follow-up efforts of various service projects at the center and in the community (ex. Luxembourgish schools, retirement homes, etc). The Service Chair is responsible for arranging and promoting these programs for the whole of the MUDEC population. There is a great deal of room for creativity in this position.

Communications Chair

Informing students about the activities and promoting them by using multiple outlets of advertising, including but not limited to the SFC Wall in the cave, Facebook, spoken announcements during lunch, emails, and most importantly word of mouth. Successful events are thanks to successful planning and publicity, and the Communications Chair is in charge of the latter.

Project Coordinator

Fields requests from the student body, as well as proposes original initiatives for activities and projects including, but not limited to, field trips, social events, holiday events, community projects, t-shirts, semester "yearbook," etc. The coordinator will be responsible for the organization and management of these projects. These students will sit as the chairs of sub-committees for projects involving help from other students.

Environmental Chair

This position governs all activities and projects regarding MUDEC's relationship with its surrounding environment, including, but not limited to, sustainability projects, hiking excursions, and student involvement with the Lasauvange Nature School. As this position is not a year old, there is a great deal of room for creativity.