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## **STUDENT LEADERSHIP ROLE DESCRIPTION**

## **NAME OF STUDENT LEADERSHIP STRUCTURE**

Prim Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **ROLE TITLE**

Formal position title.

Chair of the Prim Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **ROLE PURPOSE**

What is the function of this role in the leadership structure and the student body. Provide a brief, 4-sentence description of the role, what success in the position looks like, and how it fits into the leadership portfolio student body and university.

The PK Chair plays an important role in the student leadership structure as the Chair has direct contact with all the Prims of the various communities around campus. The PK chair should facilitate the discussions within student communities and act as the needed nexus between the students and the management of the university. It is the Chair’s duty to listen to the needs of the students, as raised by the prims and to, along with the rest of the Prims, provide guidance and solutions for the problems. The position plays an important role on the SRC to provide context and a different opinion for the body as a whole, but also to attempt to bring the SRC closer to students.

## **WORKING RELATIONSHIPS**

Due to the large size of the structure this position is virtually involved with almost every structure in the university and thus in that sense needs to be kept a very flexible structure. The collaboration with various entities has allowed for effective and good problem solving. Ultimately the position reports to the Centre for Student Communities and also reports to Student Affairs through the SRC. This role primarily works with the Prims of all the communities, but that also filters down into all the HK’s of the various communities.

## **KEY RESPONSIBILITIES**

Provide a bullet point list of the responsibilities and duties of this job.

* PK meetings- once every 2 weeks
* PK executive meetings
* Meeting with relevant stakeholders to discuss issues raised at PK
* Attending meetings of relevant committees and boards (as stated in the report)
* Regular meeting with prims on individual basis
* Consultations with RMT
* Collaboration with the SRC

## **QUALIFICATIONS**

Provide a bullet point list of the skills and qualifications that are necessary for someone to fill this position.

Bullet points you may want to include are:

* Need to have been a Prim
* Good knowledge of SU structures
* Ability to delegate
* Need to be able to listen to people
* Take constructive criticism
* Good work ethic
* Work well under pressure
* Be able to facilitate meetings well