



Chair

Position Description: The Chair serves as the face of the DLC and provides support for all other members of the committee. The Chair helps define the goals, direction and vision for DLC for the academic year. They are expected to have experience in campus leadership, specifically under the same themes as this committee.

Duties and Responsibilities:

- Facilitating regular committee meetings
- Facilitating as needed faculty committee meetings
- Weekly one on ones with the Vice Chair
- Biweekly two on ones with the Director of Student Activities and Vice Chair
- Member of the Program Allocation Board, which makes funding decisions for several OSA and CCE programs, including DLC
- Managing the DLC budget
- Overseeing a sub-committee of committee members
- Facilitating sub-committee meetings
- Serving as the liaison between the student and faculty committees
- Corresponding with prospective DLC committee members
- Maintaining positive working relationships between committee members
- Facilitating application and interview processes for their committee with the Vice Chair and the Director of Student Activities
- Serving as the committee representative for all organization collaborations
- Additional responsibilities vary depending on the goals of the Chair
- Typically requires 10-15 hours a week (more when approaching lectures dates)

Qualifications:

- Be enrolled as a full-time student
- Maintain a cumulative GPA no lower than 2.25
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and experience in the role they are applying for
- Ability to be flexible and work well in groups and collaborations
- Ability to meet deadlines.