

Role of the Staff Liaison

Effective:

Last Updated: 03/21/2017

PREAMBLE

The Staff Liaison is a member of the Residence Staff Team who is responsible for the collaboration of Residence Staff and the Residents' Council. The incumbent is required to present Residence Staff initiatives at Residents' Council meetings and present Residents' Council initiatives at Residence Staff meetings as part of their portfolio. This is intended to foster communication between the two bodies, prevent the overlap of programming, and create an overarching resource for both bodies.

POLICY

Staff Liaison(s) shall:

- Attend all Residents' Council meetings (weekly or biweekly, usually on Sundays);
- Provide the Residents' Council with an update on Residence Staff's upcoming programming. Should the incumbent not be able to attend the meeting, another Staff Member should act as their proxy;
- Attend all Residence Staff meetings and provide Staff Teams with an update on Residents' Council programming;
- Distribute any posters from Council to the Staff Team;
- Liaise with the APC and act as a resource to support other Council members (Floor Representatives (or equivalent), Commissioners (or equivalent), and Council Executives) when needed.

PROCEDURE

All questions regarding the **Role of the Staff Liaison** can be forwarded to the Residence Manager, the Programming Coordinator in the Office of Residence Education and Programs, the Assistant Programming Coordinator, or the Council President.