

COLUMBIA BIBLE COLLEGE

Job Description – STUCO

President



The president is expected to model a Christ-like character, be a representative to the Student body and to have leadership ability. The Dean of Students will serve as mentor and advisor for the President. The President and the Secretary are responsible for overseeing all STUCO initiatives not directly associated with a committee chair and delegating the work necessary to other members of STUCO.

The President serves as the figurehead of the Executive team. The Executive provides leadership to STUCO in the areas of administration, direction and vision. The Executive leads the STUCO team by holding them accountable to the vision and mission of STUCO and supporting and encouraging them in their efforts.

The President of STUCO is required to meet the following expectations:

- The President must be a mature, responsible student, who is respected within the CBC community.
- The President is expected to uphold all CBC community standards.
- The President is expected to have completed at least two years of academic studies at CBC.
- The President is expected to have a 2.5 cumulative GPA.
- The President is expected to be enrolled in a minimum of 9 academic hours per semester.
- The President is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The President will receive a \$1,800.⁰⁰ stipend for the academic year.
- The President may be eligible to receive Service Practicum/Internship credit for their role.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat
- Carefully and responsibly administer Student Council funds
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

President Specific Job Responsibilities:

- Provide overall leadership in all areas of STUCO responsibility
- Prepare the Agenda for STUCO meetings with input from the Executive
- Chairs weekly STUCO meetings
- In keeping with STUCO's purpose according to the Constitution, Article II, Section 3, Point d, serve as an advocate for students when events/situations among or related to students arise
- Be the face of the Student Association at events such as the college AGM or student assemblies.
- Coordinate with the StuCo Advisor to plan for LTC and Orientation week. This means that the president must be accessible during the summer, at least the week before LTC, and must be at CBC at least one week prior to school start up.
- Assemble a team of student leaders to serve as representatives for the student body in the following categories: Male Resident Leader, Female Resident Leader, Commuter Assistant/Host, International Club President, & ay First Year Student. This team will meet with the President at least twice a semester for updates on student body and general evaluation of Student Council
- Assembling a team of students to be on the Christmas Banquet Committee, which will plan the Christmas Banquet for sometime in December.
- Be responsible for finding and appointing a graduating student to plan a Grad Retreat.
- Sit on the Grad Banquet Committee
- Attend StuCo events

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Job Description – STUCO

Vice President of Communications



This VP of Communication provides for the planning and organizational and administrative assistance to STUCO. Preparing minutes, communication within STUCO, and being the “right hand” for the president is in this person’s responsibility. The President and the VP are responsible for overseeing all STUCO initiatives not directly associated with a committee chair and delegating the work necessary to other members of STUCO

The VP of Communications serves on the Executive team. The Executive provides leadership to STUCO in the areas of administration, direction and vision. The Executive leads the STUCO team by holding them accountable to the vision and mission of STUCO and supporting and encouraging them in their efforts.

The Vice President of STUCO is required to meet the following expectations:

- The VP must be a mature, responsible student, who is respected within the CBC community.
- The VP is expected to uphold all CBC community standards.
- The VP is expected to have completed at least one year of academic studies at CBC.
- The VP is expected to have a 2.5 cumulative GPA.
- The VP is expected to be enrolled in a minimum of 9 academic hours per semester.
- The VP is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The VP will receive a \$1,600.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year’s STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one’s position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

Vice President of Communications Specific Job Responsibilities:

- Must be a returning student.
- Must attend all StuCo meetings, keep careful minutes and distribute copies as directed.
- May be called upon by the President to type and distribute StuCo Meeting Agendas, letters or proposals.
- Takes responsibility for all StuCo correspondence, documents and records [other than financial]
- Chairs meetings if President is absent.
- Takes on the responsibilities of the President in the event of the President's inability to carry them out.
- Be responsible for reminding STUCO members to complete letters and the keeping of said letters until they are to be distributed.
- Act as liaison between STUCO and the Athletics Director concerning Rec Room equipment.

COLUMBIA BIBLE COLLEGE

Job Description – STUCO

Vice President of Finance



The VP of Finance provides the financial organization for StuCo. This person must be competent in financial management and have demonstrated integrity and honesty.

The VP of Finance serves on the Executive team. The Executive provides leadership to STUCO in the areas of administration, direction and vision. The Executive leads the STUCO team by holding them accountable to the vision and mission of STUCO and supporting and encouraging them in their efforts.

The Vice President of STUCO is required to meet the following expectations:

- The VP must be a mature, responsible student, who is respected within the CBC community.
- The VP is expected to uphold all CBC community standards.
- The VP is expected to have completed at least one year of academic studies at CBC.
- The VP is expected to have a 2.5 cumulative GPA.
- The VP is expected to be enrolled in a minimum of 9 academic hours per semester.
- The VP is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The VP will receive a \$1,600.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Carefully and responsibly administer Student Council funds.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

Vice President of Finance Specific Job Responsibilities:

- Must be a returning student.
- Prepares and manages the Budget.
- Prepares monthly Budget Reports for StuCo and for committees.

- Oversees all financial matters pertaining to StuCo.
- Prepares StuCo's financial records to be audited at the end of the school year.
- Handles requisitions and reimbursements.
- Oversee all cash on hand, revenue collected and deposits including Holy Grounds.

COLUMBIA BIBLE COLLEGE

Job Description – STUCO

Social Life Committee Chair



Each Committee Chair will lead a team of students to achieve the purpose of their respective committees. These committees exist to enrich student's college experience by promoting community, spiritual growth, the arts, and service and mission. Committees will provide opportunities to lead and grow through these areas.

The SLC Chair of STUCO is required to meet the following expectations:

- The SLC Chair must be a mature, responsible student, who is respected within the CBC community.
- The SLC Chair is expected to uphold all CBC community standards.
- The SLC Chair is expected to have completed at least one year of academic studies at CBC.
- The SLC Chair is expected to have a 2.5 cumulative GPA.
- The SLC Chair is expected to be enrolled in a minimum of 9 academic hours per semester.
- The SLC Chair is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The SLC Chair will receive a \$1,300.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Carefully and responsibly administer Student Council funds.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

General Committee Chair Job Responsibilities:

- In addition to pursuing the vision of STUCO as a whole, develop a vision and action plan with the input of committee members that is specific to the committee's area of influence.
- Each committee chair should find a staff/faculty member to act as a support and resource to their committee.
- Chair weekly meetings at which initiatives and events that further the purpose of the committee can be planned.
- Coordinate schedule with the Master Calendar and other committee chairs
- Be a representative for student on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Be able to delegate with the vision of building committee members up and enabling them to lead ministry on campus.

Social Life Committee Chair Specific Job Responsibilities:

- This chair will implement ways to develop and nurture community on the CBC campus. This includes social and recreational activities that will help foster the community mindset.
- Gather a team of students who can help seek out ways to build the cohesion of the CBC community.
- Plan a variety of events that will encourage and promote unity in the CBC community.

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Job Description – STUCO

Arts Committee Chair



Each Committee Chair will lead a team of students to achieve the purpose of their respective committees. These committees exist to enrich student's college experience by promoting community, spiritual growth, the arts, and service and mission. Committees will provide opportunities to lead and grow through these areas.

The Arts Chair of STUCO is required to meet the following expectations:

- The Arts Chair must be a mature, responsible student, who is respected within the CBC community.
- The Arts Chair is expected to uphold all CBC community standards.
- The Arts Chair is expected to have completed at least one year of academic studies at CBC.
- The Arts Chair is expected to have a 2.5 cumulative GPA.
- The Arts Chair is expected to be enrolled in a minimum of 9 academic hours per semester.
- The Arts Chair is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The Arts Chair will receive a \$1,300.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Carefully and responsibly administer Student Council funds.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

General Committee Chair Job Responsibilities:

- In addition to pursuing the vision of STUCO as a whole, develop a vision and action plan with the input of committee members that is specific to the committee's area of influence.
- Each committee chair should find a staff/faculty member to act as a support and resource to their committee.
- Chair weekly meetings at which initiatives and events that further the purpose of the committee can be planned.
- Coordinate schedule with the Master Calendar and other committee chairs
- Be a representative for student on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Be able to delegate with the vision of building committee members up and enabling them to lead ministry on campus.

Arts Committee Chair Specific Job Responsibilities:

- Provide artistic opportunities for students through visual art, drama, music and written materials.
- Plan and discuss ways to integrate the arts into campus events and initiatives.
- Create more opportunities for integration of Creative Arts in worship.
- Gather a team of students who can help seek ways to promote expression and the arts on the CBC campus.
- Plan and assist in various music/spoken word concerts, visual art shows, painting workshops and drama performances.
- Pursue opportunities to be active with the Fraser Valley Arts and Peace Festival.
- Provide supplies and resources for student-initiated projects.
- Appoint yourself or a member of your committee to be a member of Chapel Design Team and Vespers Design Team.

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Job Description – STUCO

Spiritual Life Committee Chair



Each Committee Chair will lead a team of students to achieve the purpose of their respective committees. These committees exist to enrich student's college experience by promoting community, spiritual growth, the arts, and service and mission. Committees will provide opportunities to lead and grow through these areas.

The SL Chair of STUCO is required to meet the following expectations:

- The SL Chair must be a mature, responsible student, who is respected within the CBC community.
- The SL Chair is expected to uphold all CBC community standards.
- The SL Chair is expected to have completed at least one year of academic studies at CBC.
- The SL Chair is expected to have a 2.5 cumulative GPA.
- The SL Chair is expected to be enrolled in a minimum of 9 academic hours per semester.
- The SL Chair is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The SL Chair will receive a \$1,300.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Carefully and responsibly administer Student Council funds.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

General Committee Chair Job Responsibilities:

- In addition to pursuing the vision of STUCO as a whole, develop a vision and action plan with the input of committee members that is specific to the committee's area of influence.
- Each committee chair should find a staff/faculty member to act as a support and resource to their committee.

- Chair weekly meetings at which initiatives and events that further the purpose of the committee can be planned.
- Coordinate schedule with the Master Calendar and other committee chairs
- Be a representative for student on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Be able to delegate with the vision of building committee members up and enabling them to lead ministry on campus.

Spiritual Life Committee Chair Specific Job Responsibilities:

- Provide opportunities for the enhancement of the spiritual well-being of students.
- Encourage others to join them in praying for students, participation in service projects and involvement in chapel.
- Gather a team of students who can help seek ways to promote prayer and spiritual growth on the CBC campus through events and a daily presence.
- Be aware of spiritual needs on campus and respond accordingly.
- Appoint yourself or a member of your committee to be a member of Chapel Design Team, Vespers Design Team and Prayer Square.

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Job Description – STUCO

Missional Life Committee Chair



Each Committee Chair will lead a team of students to achieve the purpose of their respective committees. These committees exist to enrich student's college experience by promoting community, spiritual growth, the arts, and service and mission. Committees will provide opportunities to lead and grow through these areas.

The MLC Chair of STUCO is required to meet the following expectations:

- The MLC Chair must be a mature, responsible student, who is respected within the CBC community.
- The MLC Chair is expected to uphold all CBC community standards.
- The MLC Chair is expected to have completed at least one year of academic studies at CBC.
- The MLC Chair is expected to have a 2.5 cumulative GPA.
- The MLC Chair is expected to be enrolled in a minimum of 9 academic hours per semester.
- The MLC Chair is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The MLC Chair will receive a \$1,300.⁰⁰ stipend for the academic year.

General STUCO Responsibilities:

- Attend all meetings as outlined in Bylaw II Section D.2.
- Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat.
- Carefully and responsibly administer Student Council funds.
- Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
- Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
- Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
- Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
- Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.
- Serve a minimum of one (1) office hour weekly.

General Committee Chair Job Responsibilities:

- In addition to pursuing the vision of STUCO as a whole, develop a vision and action plan with the input of committee members that is specific to the committee's area of influence.

- Each committee chair should find a staff/faculty member to act as a support and resource to their committee.
- Chair weekly meetings at which initiatives and events that further the purpose of the committee can be planned.
- Coordinate schedule with the Master Calendar and other committee chairs
- Be a representative for student on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
- Be able to delegate with the vision of building committee members up and enabling them to lead ministry on campus.

Missional Life Committee Chair Specific Job Responsibilities:

- Promote interest and awareness about the movement of God throughout the world, including how He is working through CBC students abroad.
- Meet with the Intercultural Studies Associate 1-2 times a month for mentoring, leadership training and resourcing.
- Gather a team of students who can help seek ways to promote missions and justice on the CBC campus.
- Encourage and empower the student body to act out their faith in practical ways in the local community including in local outreach events such as BBQ's, fundraisers, and awareness campaigns.
- Plan events throughout the academic year to raise awareness, funds, and promote dialogue about global missions and issues, highlighting how God is working through CBC students abroad.
- Support the ICS Program Director and Associate in planning, promoting and helping to run Mission Emphasis week events. Delegation and motivation of the MLC committee will be an important part of making this a successful week
- Oversee the Representative/Leader of the International Student Club addressing the concerns and needs of international students (including students from other countries, students recently returning from cross-cultural experiences, and ethnic minorities). This involves meeting with the Representative/Leader, hearing their issues and concerns, problem solving alongside them and then advocating on their behalf.
- Oversee other missional clubs (Love for Life club, etc.), meeting with the Representative/ Leader, hearing their issues and concerns, problem solving alongside them and then advocating on their behalf.