DUTIES OF THE PRESIDENT

A. Prepare an agenda for, and preside over all regular and special meetings of the Program Council.
B. Participate in the planning of, and attend special meetings, leadership retreats, conferences, and workshops as scheduled.
C. Be responsible for attendance at all Program Council meetings, leadership retreats, conferences, and workshop, and recruitment opportunities.
D. Assist the Advisor in the planning and implementation of a training program for Event Coordinators.
E. Assist the Advisor in setting goals, policies, and procedures for the operation of the University Center Program Council so these goals are consistent from committee level to Program Board level.
F. Must attend a weekly Advisor meeting.
G. Schedule a weekly meeting with the Executive committee, prepare an agenda and attend meetings.
H. Maintain an accurate count of all event attendance for reporting purposes.
I. Assign a member to keep complete and accurate minutes of all regular and special meetings of the Program Council and Executive Officers.
J. Responsible for establishing and maintaining a minimum of 15 office hours per week for the purpose of consultation with Event Coordinators and the Advisor.
K. Serve as the supervisory officer of the UCPC and see that all projects and activities of this organization are efficiently carried out and consistent with the policies and guidelines established by the University Center Board, and the Program Council Constitution.
L. Review overall performances of the UCPC, making recommendations for the future; maintaining continuity with overall objectives of the UCPC.
M. Assume duties of any Vice President when those are absent.
N. Serve as member of the University Center Board.
O. Serve as the official student representative of the University Center Program Council on such committees of the University as may be designated by the University.
P. Serve as a UCPC Student liaison between student organizations, academic organizations, and faculty members.