



1. The **Community Services Coordinator** shall:
 - a. Serve a term of office from the first day of May to the thirtieth day of the following April;
 - b. Oversee the recruitment, training and management of a student tutor program for local schools;
 - c. Recruit and maintain a volunteer database of students and community members;
 - d. Promote the MASU volunteer database to local community organizations and initiatives;
 - e. Advertise community events to members of the MASU;
 - f. Maintain regular communication with Renaissance Sackville;
 - g. Promote local engagement through other projects as directed by Council and the Executive Committee;
 - h. Complete tasks as required by SAC and MASU and assigned by the Vice President, External Affairs;
 - i. Report to the Vice President, External Affairs no less than once per month on community issues in Sackville;
 - j. Assist the Vice President, External Affairs, with the Bike and Snowshoe Co-Op as directed;
 - k. Attend the annual MASU Jobs Fair;
 - l. Attend the annual MASU Training Day in the winter semester;
 - m. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
 - n. There is an honorarium with this position; and,
 - o. A final report is required to be submitted to the Human Resources Manager.