



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. Sit on the Off-Campus Affairs Committee;
 - c. Oversee the recruitment, training and management of a student tutor program for local schools;
 - d. Recruit and maintain a volunteer database of students and community members;
 - e. Promote the MASU volunteer database to local community organizations and initiatives;
 - f. Advertise community events to members of the MASU;
 - g. Maintain regular communication with Renaissance Sackville;
 - h. Promote local engagement through other projects as directed by Council and the Executive Committee;
 - i. Complete tasks as required by SAC and MASU and assigned by the Vice-President, External Affairs;
 - j. Report to the Vice-President, External Affairs no less than once a month on community issues in Sackville;
 - k. There is an honorarium with this position; and
 - l. A final report is required to be submitted to Council.