***EXECUTIVE TEAM ROLES & RESPONSIBILITIES***

| **ROLE:** | **TIME COMMITMENT:** | **RESPONSIBILITIES:** | **HELPFUL SKILLS:** |
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| **President** | 2-5 hrs./week | - Attend weekly meetings - Attend meetings in & out of BC community - Support & contribute to our group & community projects - Coordinator's "right hand" - Fill in for Coordinator when unavailable ﻿ | - Leadership skills  - Communication skills  - Reliable  - Supportive  - Honest  - Bold - Adaptable  - Quick-thinking  - Open-minded |
| **Vice-President** | 2-3.5 hrs./ week | - Attend weekly meetings - Assist Coordinator & President on group efforts - Stay informed about community events - Fill in for President & Secretary when unavailable | ﻿- Reliable  - Adaptable  - Supportive  - Open-minded  - Attentive  - Optimistic |
| **Secretary** | 1.5-3 hrs./week | -Attend weekly meetings - Take necessary notes - Manage group documents - Organize group meetings & agendas | ﻿- Attention to detail  - Good listener  - Communication skills  - Adaptable |
| **Public Relations** | 1.5-3 hrs./ week | -Attend weekly meetings - Manage collaborations with other groups in & out of BC - Develop good relationships with other teams & groups | ﻿- Excellent communication skills  - Negotiation skills  - Culturally sensitive & aware  - Outgoing  - People person |
| **Engagement** | 1-2.5 hrs./ week | -Attend weekly meetings - Manage all social medias - Monitor group engagement - "Group spirit" | - Good knowledge over social media platforms  - Charismatic  - Observant  - Persistent  - Creative |

El Centro Latino takes pride in our vibrant and welcoming attitudes we bring to the community. Thank you for your interest in becoming part of our team, we sincerely hope you consider joining us! Please take your time to carefully review the following:

We would be more than happy to answer any further questions, comments, or concerns at: elcentrolatino@bellevuecollege.edu