

GRADE LEVEL LIAISON JOB DESCRIPTION

- Perform role Grade Level Liaison with enthusiasm and confidence
- Is the go-to person for the students in your group and answer questions regarding job descriptions
- Maintain a spirit of positivity and fun
- Attend all meetings and arrive on time
- Is responsible, accountable and timely with your duties
- Maintain contact with the VP Grade Level Liaison
- Refer photographers to the Board Secretary for posting of photos
- Work with the student President to establish and maintain a group messaging thread
- Work with student President to prepare agenda and files for meetings as needed
- On your grade level set-up day, arrive 30 minutes early to over-see set up
- On your grade level take-down day, over-see that room is properly restored
- Attend special meetings (officer/board/GLL meetings) as needed
- Oversee the student board to assure that everyone's duties are being performed as stated on their job description
- In your absence, communicate to student President so they are in the know, and hand off your announcements/duties to Student President
- Work with the Student Social Officer and Student President to plan monthly and end of year social events
- Propose and help drive if necessary to after-volunteer event activities, ie lunch, ice cream, coffee, etc.
- Keep a log on form provided of the student's time and of tasks and duties. This total time will be considered at end of year to give the officer additional volunteer hours
- Is open to criticism and helpful advice
- Relinquish Folder at end of year in excellent condition OR provide a fresh clean one with fresh documentation at end of year.