President

a. Shall be the presiding officer of the council responsible for conducting all LCSC meetings and overseeing all members of LCSC.

b. Shall appoint all committee chairs, subject to ratification by a majority of the council. The President may, in conjunction with the appropriate LCSC member, appoint, without ratification, chairs for committees related to a member’s position.

c. Shall serve as representative to the List College Dean’s Office, and act as liaison to the Dean on all matter affecting the welfare of LC students.

d. Shall meet monthly with the Dean of List College to provide LCSC updates as well as discuss matters affecting the welfare of LC students.

e. May serve as a member *ex-officio* of any LCSC committee.

f. May vote freely in general and special elections.

g. May only vote as a tiebreaker in council votes.

h. Shall, subject to ratification by the LCSC, appoint any JTS liaison to any Columbia University student government organization, if that authority is granted by any Columbia University student government organization.

i. Shall, along with the Vice President Finance/Treasury, serve as a signer on all LCSC accounts.

j. Shall serve as the liaison to the Office of Student Life and shall participate in the List College Calendar Planning Meeting each semester.

k. Will meet regularly with the Executive Board as a whole, as well as with some of the standing committees, as he or she deems necessary.

l. Shall be responsible for oversight of all student services and committees. This includes but is not limited to academic, residential, procedural, social, and institutional student services, as well as subsidiary committees to LCSC.

m. Shall be the sole representative of LCSC responsible for direct communication with the student body via the official List College student body listserv.

n. Shall be responsible for disseminating monthly “LCSC updates” to the student body with updates on the progress of current LCSC projects, events, and policy initiatives in addition to containing other important information

o. Shall be responsible for appointing and recommending LCSC members and members of the student body to serve on various committees formed by the administration.

p. Shall be responsible for overseeing the class presidents in their capacity as programming officers. This includes, but is not limited to, dinners, study breaks, movie nights, and other class programs.

q. Shall maintain the status as the official representative of LCSC.

r. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Vice President of Policy

a. Shall serve as the LCSC representative to the Student Faculty committee. The Vice President of Policy shall be present at all Student Faculty Committee meetings and shall act as a liaison between the committee and LCSC.

b. Shall serve as the LCSC representative and chair of the Residential Housing Committee. Shall schedule and create agendas for all RHC meetings.

c. Shall serve as the chair of the List College Policy Task Force.

d. Shall draft policy petitions, statements, letters, and resolutions on behalf of List College Student Council

e. Shall be responsible for maintaining close cooperation with the LCSC President, which shall include, but is not limited to, aiding the President in his or her representative capacity and attending regular meetings with the President.

f. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Vice President for Student Life

a.Shall be responsible for coordinating LCSC sponsored social events such as study breaks.

b. Shall be responsible for coordinating two LCSC Shabbat Dinners per semester.

c. Shall be responsible for coordinating two LCSC Jewish Identity Forums For You (JIFFYs) per semester.

d. Shall be responsible for coordinating two LCSC Alumni Career events in conjunction with the Office of the Deans.

e. Shall be responsible for coordinating the Joint Program Freshman Mentor Program.

f. Shall serve as the chair of the Shabbat Dinner Committee.

g. Shall represent and manage all special concerns of students living outside Mathilde Schechter Residence Hall (MSRH) and Goldsmith Hall (GH).

h. Shall bring the concerns of those students living outside of MSRH and GH to all LCSC meetings.

i. May appoint an Off-Campus Representative to consult LCSC on the concerns of Off-Campus students. Must reach out to students living off-campus to determine the if there is demand for this appointment. This Off-Campus Representative will attend LCSC meetings on a monthly basis and will not have a vote as they do not serve as a standing member of LCSC.

j. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Vice President of Finance/Treasury

a. Shall be responsible for the council’s finances including disbursements to non-LCSC organizations and funds allocated for LCSC expenses.

b. Must adhere and operate within the framework of the “LCSC Financial Guidelines policy statement.”

c. Shall be responsible for the creation and execution of a sound fiscal policy and budget for LCSC and all of its subsidiaries, which must be determined in September of his or her term of office. This budget shall be reevaluated and corrected at the start of the spring semester in collaboration with the President and ratification by LCSC.

d. Shall maintain an accurate record of the state of the council’s finances and be able to report at every meeting of the LCSC.

e. Shall, along with the President, serve as a signer on any LCSC accounts.

f. Shall be responsible for LCSC fundraisers and overseeing the financial aspects of all LCSC programs as well as the programs of LCSC sponsored organizations and projects.

g. Shall serve as the LCSC representative to the Formal Committee. The Vice President of Finance/Treasury shall be in regular communication with the Formal Chairs and help establish a budget for the List College Formal as well as approve all LC Formal-related expenditures. The Vice President of Finance/Treasury shall be responsible for the financial oversight of the Formal and act as a liaison between the committee and LCSC.

h. Shall be in regular communication with General Body members regarding account balances and reimbursements.

i. Shall serve as the chair of the Fundraising Committee.

j. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Vice President of Communications

a. Shall inform all necessary parties of any LCSC sponsored events and maintain a calendar for non-LCSC sponsored events for the List College student body, including but not limited to posting flyers and sending out email announcements for programs.

b. Shall inform students living outside of MSRH and GH of upcoming LCSC programs.

c. Shall serve as liaison to the Columbia School of General Studies Student Council, the Columbia and Barnard communities, and (when applicable) to the greater community.

d. Shall serve as co-chair of the GSSC Relations Committee with the GSSC JTS Representative. These two will work closely together to connect the two councils.

e. Shall be responsible for communication and cooperation with bodies outside of List College.

f. Shall be responsible for overseeing LCSC committees through communicating with Committee Chairs on a bi-weekly basis and reporting back updates to LCSC.

g. Shall take minutes at all LCSC meetings and provide them in a convenient manner to the student body.

h. Shall be responsible for maintenance and oversight of the content of the List College Student Council website. The Vice President of Communications may appoint an LCSC webmaster in consultation with LCSC. This webmaster will not serve as a standing member of LCSC.

i. Shall compose and send non-policy related correspondence for the LCSC at the request of its members.

j. Shall be responsible for creation, oversight and delegating dispersal of communication between LCSC and List College students via surveys, emails, flyers, or other such modes of communication that are deemed appropriate.

Senior Class President

a. Shall serve as the representative for the senior class.

b. Shall be responsible for organizing the Senior Dinner, Senior Toast, Senior Forums as well as other all other monthly events, programs, activities, or gifting for the senior class.

c. Shall conduct elections for a graduation speaker.

d. Shall serve as the LCSC representative to the Dean’s Office to coordinate Senior Transition programming.

e. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Junior Class President

a. Shall serve as the representative for the junior class.

b. Shall organize monthly events, programs, activities, or gifting programs for the junior class.

c. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Sophomore Class President

a. Shall serve as the representative for the sophomore class.

b. Shall organize monthly events, programs, activities, or gifting for the sophomore class.

c. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Freshman Class President

a. Shall serve as the representative of the freshman class.

b. Shall organize monthly events, programs, activities, or gifting programs for the freshman class.

c. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.

Double Degree Representative

a. Shall oversee the special concerns of students in the Double Degree Program with Barnard College.

b. Shall be a Double Degree student.

c. Shall be elected only by Double Degree Students.

d. Shall vote in LCSC elections unless there are four other Double Degrees on council in which case she will serve as a standing, non-voting member of LCSC.

e. Shall bring the concerns of Double Degree students to LCSC meetings,and when necessary, to the Barnard Student Government Association.

f. Shall serve as the liaison to the Barnard and JTS administrations and bring concerns of Double Degree students to these administrations when appropriate.

g. Shall organize monthly programs for Double Degrees.

h. Shall be responsible for coordinating the Double Degree First-Year Mentor Program.

i. Shall work with the deans to organize the Double Degree reception with the deans of JTS and Barnard. This is traditionally hosted by JTS in the Fall, and by Barnard in the Spring.

j. Shall fill any other duties deemed necessary and proper for the efficient operation of the LCSC.