



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Student Leadership Council

Position Description: Communications Officer of the Student Leadership Council

Communications Officer Duties:

- Communicates meeting times and events to all members
- Responsible for maintaining communication between officers
- Works with marketing on social media requests
- Records the minutes of all meetings
- Keep a repository of the organization's records within a college-operated system, such as Microsoft Teams.
- Maintains a current roster of active membership and voting representatives
- In conjunction with the Advisor, maintains budgetary records of the SLC.