

BASIC INFORMATION

Student ID:

Last Name:

First Name:

Friendship Community Name:

FRIENDSHIP COMMUNITY CONVENER AGREEMENT

The student convener position is an essential leadership position within a Friendship House community. While the community may make decisions together during meetings, the student convener often serves as the leader who gathers the community, presents difficult questions, facilitates discussions, and coordinates with Residence Life for the benefit of the community. In short, a friendship community can live or die by the efforts of their student convener.

Because of the importance of this position, the Office of Residence Life has set up a few general expectations and responsibilities of the position. These expectations are based on observed “best-practices” of great conveners for both Theme and Friendship Houses. Friendship communities must have a least one student convener who can commit to these expectations.

1. **Each student convener must be live in the house for the entire academic year.** For example, the conveners cannot be scheduled to participate in an off-campus program for one of the two semesters, or graduate at the end of the fall semester. The most successful communities have consistent leadership from their conveners, and so it is important to have a convener committed to the community for the full academic year.
2. **The student convener(s) must convene house community meetings each week.** These are essential for passing on important information to the community and providing members a “touch-point” for each other to discuss important topics and plan community events.
3. **The student convener(s) must meet with the Area Director for College Houses every two weeks.** These meetings are important to collaborate closely with Residence Life – the hub of information for the house facility, event registration, and more. These meetings also give the convener time to receive support from our trained office staff – whether it is advice or a second pair of eyes.
4. **The student convener(s) must attend a monthly House Convener Council meeting.** The Office of Residence Life will be convening a monthly meeting for all house conveners to attend. This will give all house conveners the opportunity to ask questions, meet and learn from each other, and receive important information about house processes.
5. **Coordinate closely with the Area Director for College Houses on bi-monthly house walk-throughs, house maintenance issues, and semester rosters.** These are several important house processes that the house convener serves as a primary point-of-contact.

If you are ready to take on this leadership role for your community, please complete the signature section below and submit this form with the friendship house application.

Student Convener Signature

Date