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**H&SS Inter-Club Council Representative Expectations**

H&SS Inter Club Council Representative(s) act as liaisons between their organizations and the H&SS ICC. Their role is critical in gaining access to funds for their student organization and professional travel.

As such, it is the expectation of the council that representatives will:

* Be present and punctual for weekly council meetings on Friday from 11am - 1pm and stay for the entire duration of the meeting.
* Communicate in a composed & courteous manner.
* Adhere to the bylaws set forth by the council
	+ Ensure that your organization tables during the annual H&SS ICC Club Resource fair
	+ Ensure that your organization hosts an event throughout H&SS Week (April)
* Submit all paperwork in a timely manner, as determined by the bylaws
	+ Complete registration packet for the organization to be turned in to the Director of Administration (DOA) within the first two H&SS ICC meetings.
	+ Funding proposal packets must be submitted to the Chair, Vice Chair/Treasurer, and DOA by 10:00am the Monday before proposing via email.
* All further paperwork (original receipts, etc.) for funding must be submitted to Vice Chair/Treasurer no later than fourteen (14) business days after the event.
* Communicate outstanding documents needed from the Vice Chair/Treasurer to the person receiving a refund
* Submit all original receipts on behalf of members requesting funds from the council.