

## TERMS OF APPOINTMENT PGPR CLUSTER LEADERS

Cluster Leaders are residential student leaders residing in Prince George’s Park Residence (PGPR). They work with the Resident Fellows and Resident Assistants to look after the well-being of the residents within their cluster. They are the key communicators for their cluster and play an essential role in the student care support network.

### Roles and Responsibilities of Cluster Leader

1. Please note the important dates on which Cluster Leader must reside physically at PGPR.

	Check-in date and reside in PGPR*	Check-out date
AY2023/24 Semester 1	by 06 Aug 2023	from 10 Dec 2023 onwards
AY2023/24 Semester 2	by 14 Jan 2024	from 12 May 2024 onwards

\* Cluster Leaders need to participate in welcome activities for new residents

2. Promote community living within the cluster through –
  - a. Introducing new residents to residential living and support services at PGPR upon their arrival and during their transition to campus life;
  - b. Briefing residents on the use and care of shared facilities (e.g. Kitchen and Washroom);
  - c. Briefing and reminding residents to comply with housing rules and safe management measures in hostels on an ongoing basis;
  - d. Planning and executing activities throughout the semester that promote social interaction, relationship building, and a strong floor and block identity;

AY2023/24 Semester 1	AY2023/24 Semester 2
Organising <b>ONE</b> mandatory “Introductory Tour of Food Places in Singapore” cluster/block event	Organising at least <b>THREE</b> activities for Cluster/Block
Organising at least <b>TWO</b> activities for Cluster/Block	
<ul style="list-style-type: none"> <li>• For both semesters, Cluster Leaders must submit the proposed programs and activities to his/her Resident Fellow for approval by the stipulated deadline set by his/her Resident Fellow.</li> <li>• Cluster Leaders are strongly encouraged to combine their activities with another cluster within PGPR (either with clusters in his/her respective blocks or other blocks within PGPR)</li> <li>• In the event the cluster/block events cannot proceed due to the university’s requirements, the Resident Fellows will work with the Cluster Leaders on alternative programmes to support the residential community</li> </ul>	

3. Work with Resident Fellows, Resident Assistants and other Cluster Leaders in the block and residence to reach out to residents and create a memorable residential experience through social activities, community services, mega festivals, outdoor adventure, and wellness programs.
4. Meet residents in the cluster regularly and promote a harmonious living and studying environment.
5. Maintain a safe and secure cluster environment. This includes reporting suspicious activities or breaches of housing guidelines to Resident Fellows and Resident Assistants.
6. Serve as Fire Warden for the cluster during fire drills, actual fire breakouts and evacuation.
7. Perform weekly mail collection within the cluster. Being responsible for retrieving the cluster mailbox combination code from the PGPR Management office at the start of Cluster Leader appointment.
8. Undertake other duties as assigned by Master and Resident Fellows.

### **Meetings and Training**

1. Meet Resident Fellows and Resident Assistants at least once a month.
2. Attend briefings, meetings, and trainings organized by Resident Fellows and the Residential Life team of Prince George's Park Residence. The list of **mandatory training** for AY2023/24 is as follows –

	<b>Important Dates</b>
Mass Cluster Leader Training and Induction (Sem 1)	<b>06 Aug 2023 (5:30 pm to 9:00 pm)</b>
Fire Drill Briefing & Demonstration Exercise	<b>Aug/Sep 2023 (exact dates to be advised)</b>
3-hour Training on Pastoral Peer Support	<b>Sep 2023 (exact dates to be advised)</b>
Mass Cluster Leader Refresher Training (Sem 2)	<b>14 Jan 2024 (5:30 pm to 9:00 pm)</b>

Failure to attend any of these mandatory trainings may result in an immediate rescission of your Cluster Leader appointment. The above trainings are non-exhaustive. PGPR may propose additional trainings where applicable and required as part of Cluster Leaders' training and development.

## **Terms of Appointment**

1. The Cluster Leader appointment is only for one **Academic Year 2023/24**.
2. Continued appointment in Sem 2 AY2022/23 and re-appointment in AY2024/25 are subject to satisfactory discharge of responsibilities during the appointment period and recommendations from the Master, Resident Fellows and Resident Assistants.
3. PGPR Residential Life reserves the right to terminate the appointment at any point where the Cluster Leader is not performing at a level that is expected of him/her.

## **Ethical Behaviour and Data Security**

1. Cluster Leaders should abide by the NUS Code of Student Conduct as reflected in <https://nus.edu.sg/osa/resources/code-of-student-conduct>
2. Cluster Leaders should abide by the NUS PDPA Guidelines for students as shared in <https://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/nus-student-data-protection-policy-regn.pdf> when planning and executing programs for the residence.
3. All information accessed during the Cluster Leader's term of appointment should not, at any time during or after the termination of the appointment, be used or disclosed to any third party.
4. Such information includes personal data and information of students, as well as all forms of electronic storage and communications available on campus.

## **Benefit**

1. Appointed Cluster Leaders **will be awarded up to 30% rebates on their hostel fees** upon satisfactory performance review by the Resident Fellows. Cluster Leaders whose appointments are rescinded or terminated during the semester will not be eligible for rebates.

Reappointed Cluster Leaders	Rebates will be used to offset hostel fees for AY2023/24 Semester 2
Cluster Leaders who stepped down after one semester	Rebates will be issued two weeks after Semester 2 has begin

### **Disciplinary Matters & Termination of Appointment**

1. PGPR reserves the right to terminate the Cluster Leader's term of appointment should any arising circumstances incapacitate the Cluster Leader from fulfilling his/her duties and responsibilities for a reasonable length of time or affect the standard of residential life.
2. Failure to fulfill the terms of appointment as a Cluster Leader will subject the Cluster Leader to disciplinary action, which may result in the following:
  - a) Immediate termination of the appointment,
  - b) Nullification of the previous record as a Cluster Leader, and
  - c) Ineligibility for rebates for part or whole of the hostel fee for the period of appointment as Cluster Leader.
3. Should a Cluster Leader be found to have violated any of the NUS policies and guidelines, the Cluster Leader may be subject to a disciplinary adjudication. If a Cluster Leader is found to have committed any housing offences or safe management measures listed under the Demerit Point Structure for hostels, the Cluster Leader will be subjected to double the number of points listed for each violation/offence under the Demerit Point Structure.
4. This appointment will lapse immediately if a Cluster Leader is no longer a full-time NUS student or is no longer staying in PGPR.

### **Agreement**

I have accepted the appointment as Cluster Leader under the terms and conditions outlined above, which I have read and fully understood. I agree to abide by all these terms and conditions and all applicable University policies and procedures relevant to my appointment.

I also understand that any breach on my part of any of the terms and conditions of my duties and responsibilities will render me liable to possible disciplinary action and/or immediate termination of my appointment as Cluster Leader.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_