

### **Functions of the Council for Community Service and Environment**

- Take the necessary measures to contact with consultants, which management believes to benefit of them.
- Cooperation with the responsible authorities at the university in the preparation of plans for the development of public policy for the University and to gather the opinions of counselors for the development and community service
- Prepare counselors reports to identify priority elements considerations as a basis for the study of desires and needs and the various proposals at the policy-making and present it to the competent Council
- Preparation of necessary decisions and instructions for the implementation of plans and programs and provide the necessary clarifications and changes them, as well as preparation of regulating instructions so as to achieve the proper implementation of the plans.
- Collect information and data which indicated by advisers for planning, policy-making and methods that provide with respect to the development of society and the environment
- Prepare summaries of the views of counselors in the follow-up reports of Special Units and centers activity and presented to the relevant committees.
- Contact with advisers and follow-up entitlements exchange and organize meetings in the relevant fields.