

## ASLCC Position Descriptions and Job Duties

### Section 1 – Governing Board Members

- A. **President:** Responsible for the management of ASLCC operations as well as the administration and implementation of the ASLCC rules, policies, procedures and guidelines as described in the ASLCC Constitution, Bylaws, Financial Code and other official documents. The President's duties include but are not limited to:
1. Preside over all Executive Council meetings.
  2. Maintain neutrality in any meeting he/she presides over.
  3. Attend all Board of Trustees meetings. If he/she cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
  4. Submit a written report to Executive Council of the President's Report to the Board of Trustees meeting one week prior to the meeting of the Trustees.
  5. Schedule a bi-weekly meeting with the Director of Student Programs.
  6. Attend weekly Governing Board meetings on Thursdays from 11am to 12pm.
  7. Prepare and deliver a commencement speech.
  8. Attend all leadership meetings and send a representative in the event of your absence.
  9. Put together a final report that includes visual aids to present at the May Board meeting.
- B. **Vice President of Student Affairs:** Play a supporting role in the overall management of the ASLCC operations and the administration of ASLCC rules, policies, procedures and guidelines. The VP of Student Affairs' duties include but are not limited to:
1. Preside over ASLCC Executive Council meetings in the absence of the President.
  2. Attend weekly Governing Board meetings on Thursdays from 11am to 12pm.
  3. Serve on Instructional Council. If he/she cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
  4. Serve on Curriculum Committee. If he/she cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
  5. Chair the Hall of Honors Committee.
  6. Develop and organize the Selection Candidate Packets – Must be completed and distributed by the first week of March.
  7. Schedule a bi-weekly meeting with the Director of Student Programs.

- C. **Chief Justice:** Serve as the chief law officer and principal legal adviser. The Chief Justice's duties include but are not limited to:
1. Assist officers in following the Constitution, Bylaws, Financial Code, individual contracts and office policy, Robert's Rules of Order and respond to instances of non-compliance when appropriate.
  2. In the event of a dispute relating to the ASLCC Constitution, Bylaws or Financial Code, work with the ASLCC Advisor, the Director of Student Programs, to render a decision resolving the dispute.
  3. Serve as the official parliamentarian.
  4. Attend all Governing Board meetings on Thursdays from 11am to 12pm.
  5. Keep documentation of all verbal warnings, written warnings and termination letters.
  6. Keep track of all officer office hours and weekly reports. Keep a hard file as well as an electronic file for all reports; the electronic file should be kept in the ASLCC shared folder.
  7. Be familiar with the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) that are related to student government.
  8. Serve as a voting member on Club Budget Board. If he/she cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.

## Section 2 – Activities Board Members

- A. **Director of Finance:** Work with the Director of Student Programs and Athletics Director to disburse student service and activities (S&A) funds. The Executive Director of Finance's duties include but are not limited to:
1. Chair the Budget Committee.
  2. Organize the budget process and provide Executive Council and the Director of Student Programs with a timeline for the academic year.
  3. Review all budget forms and revise and update when needed.
  4. Chair the Co-Curricular Budget Committee.
  5. Serve as a voting member on the Club Budget Board.
  6. Meet with all clubs to explain the budget process.
  7. Make sure co-curriculars, organizations and clubs are accountable for following the ASLCC Financial Code.
  8. Attend all Activities Board meetings on Thursdays from 11am to 12pm, unless called upon to the Governing Board.

- B. **Public Relations Director:** Approve and promote all ASLCC materials and events. The Public Relations Director's duties include but are not limited to:
1. Develop and publish press releases.
  2. Maintain all campus bulletin boards.
  3. Get approval for all ASLCC-related material from the Assistant Director of Director of Student Programs before it is sent/distributed and promoted on campus.
  4. Serve as the spokesperson for ASLCC to media about public events.
  5. Attend all Activities Board meetings on Thursdays from 11am to 12pm.
  6. Use various marketing tools to reach a diverse student body population.
- C. **Graphic Designer:** Develop all marketing materials for ASLCC. The Graphic Designer's duties include but are not limited to:
1. Develop all marketing material for Student Government in a timely manner.
  2. Make sure all printing projects are sustainable and within printing guidelines before the project goes to print.
  3. Attend all Activities Board meetings from 11am to 12pm.
  4. Assist co-curriculars, organizations and clubs with promotional material if time allows.
  5. Develop all ASLCC related digital signage.
- D. **Vice President of Student Activities:** Plan and implement campus-wide programming events, oversee Activities Board members and coordinate with the Graphic Designer and Executive Director of Communications to promote events. The VP of Student Activities' duties include but are not limited to:
1. Chair Activities Board meetings.
  2. Delegate a student government members to coordinate activities throughout the year.
  3. Coordinate and implement at least three campus activities each quarter.
  4. Coordinate and implement at least one community activity each quarter.
  5. Coordinate and implement AIDS Awareness Day.
  6. Serve as a voting member on the Club Budget Board. If he/she cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.

F. **Club & Diversity Chair:** Serve as the main point of contact for all chartered co-curriculars, organizations and clubs. The Club Chair's duties include but are not limited to:

1. Chair the Club Budget Board.
2. Attend Activities Board meetings on Thursday from 11am to 12pm.
3. Revise CCOC documents when necessary.
4. Hold quarterly CCOC Socials for members and advisors of all CCOCs to attend.
5. Provide a presentation for the annual CCOC Advisor Training in September.
6. Attend at least three different ASLCC chartered CCOC meetings per month.
7. Act as a liaison between Multicultural Club and Student Government and attend Multicultural Club meetings.
8. Work with the Director of International Programs to meet the needs of international students.
9. Coordinate diversity programming awareness on campus.

G. **Senator:** Plays a supporting role in the Executive Council and the planning and implementation of all ASLCC events.

1. Attend Activities Board meetings on Thursday from 11am to 12pm.
2. Help with the planning and implementation of all ASLCC events.
3. Promote all athletic events.
4. Work with the Athletic Director to schedule ASLCC Spirit Nights.
5. Plan and implement a quarterly Fitness Challenge.

### **Section 3 – Duties Common to All Members.**

- A. Serve as a voting member on Executive Council.
- B. Represent the students of Lower Columbia College in an ethical and responsible manner.
- C. Be familiar with the content of the ASLCC Constitution, Bylaws and Financial Code.
- D. Attend all activities assigned by the advisor.
- E. Work a minimum of eight office hours a week. Committee and event hours do not count as office hours. Changes in hours must be approved by the Director of Student Programs. Unless specified by Director of Student Government
- F. Submit set office hours for the quarter to the Advisor, Director of Student Programs, by the Friday of the first week of each quarter.
- G. Submit a weekly report to the chief Justice
- H. Be present at every event put on by ASLCC Student Government unless your absence is approved by the Vice President of Student Activities.
- I. Additional duties as assigned by Executive Council and/or Director of Student Programs.