

ARTICLE IV: POSITION DESCRIPTIONS AND JOB DUTIES

Section 1 – Governing Board Members

- A. **Executive Director:** 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 Executive Director's duties include but are not limited to:
 - 1. Preside over all Executive Council meetings.
 - 2. Attend all Board of Trustees meetings. If they cannot attend, they are to find someone to take their place at least 24 hours prior to the meeting.
 - 3. 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.
 - 4. Schedule a bi-weekly meeting with the Director of Student Programs.
 - 5. Attend weekly Governing Board meetings.
 - 6. Prepare and deliver a commencement speech or appoint a member of ASLCC to do so.
 - 7. Attend all leadership meetings and send a representative in the event of your absence.
 - 8. Put together a final report that includes visual aids to present at the May Board of Trustees meeting.
- B. **Director of Student Affairs:** Play a supporting role in the overall management of the ASLCC operation and the administration of ASLCC rules, policies, procedures and guidelines. The Director of Student Affairs' duties include but are not limited to:
 - 1. Preside over ASLCC Executive Council meeting in the absence of the Executive Director.
 - 2. Attend weekly Governing Board meetings.
 - 3. Serve on Instructional Council. If they 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 they 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 Director:** 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.
 5. Keep documentation of all verbal warnings, written warnings and termination letters.
 6. Assist with amending, formatting, and the drafting of all ASLCC documents.
 7. 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.
 8. Be familiar with the Washington Administrative Code (WAC) and Revised Code of Washington (RCW) that are related to student government.
 9. Create the Executive Council meeting agenda, and keep the minutes.

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 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. Meet with all clubs to explain the budget process.
 6. Make sure co-curriculars, organizations and clubs are accountable for following the ASLCC Financial Code.
 7. Attend all Activities Board and Governing Board meetings.

- 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 with the Vice President of Effectiveness and College Relations.
 2. Maintain all campus bulletin boards.
 3. Get approval for all ASLCC-related material from the Assistant 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.
 6. Use various marketing tools to reach a diverse student body population.
 7. Post promotional material on ASLCC social media accounts.
- C. **Director of Graphic Design:** Develop all marketing materials for ASLCC. The Director of Graphic Design'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.
 4. Assist co-curriculars, organizations and clubs with promotional material if time allows.
 5. Develop all ASLCC related digital signage. Use of copyrighted, stolen, or replicated material is not acceptable.
 6. Assist with all public relation activities.
 7. Design ASLCC promotional merchandise each quarter.
- D. **Activities Director:** Plan and implement campus-wide programming events, oversee Activities Board members and coordinate with the Director of Graphic Design and Public Relations Director to promote events. The Activities Director's duties include but are not limited to:
1. Chair Activities Board meetings.
 2. Delegate 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 Red Devil Days.
- E. **Director of Clubs and Co-Curriculars:** Serve as the main point of contact for all chartered co-curriculars, organizations and clubs. The Director of Clubs and Co-Curriculars' duties include but are not limited to:
1. Attend all Activities Board meetings.
 2. Revise CCOC documents when necessary.
 3. Hold quarterly CCOC Socials for members and advisors of all CCOCs to attend.
 4. Hold quarterly club fairs.
 5. Hold quarterly club leadership meetings with leaders from all clubs.
 6. Provide a presentation for the annual CCOC Advisor Training in September.
 7. Attend at least three different ASLCC chartered CCOC meetings per month.
- F. **Director of Fitness and Activities:** Plays a supporting role in the Executive Council and the planning and implementation of all ASLCC events. The Director of Fitness and Recreation's duties include but are not limited to:
1. Attend Activities Board meetings.
 2. Help with the planning and implementation of all ASLCC events.
 3. Work with the Athletic Director to schedule ASLCC Spirit Nights.
 4. Plan and implement a quarterly Fitness Challenge.
 5. Act as a liaison between athletics and ASLCC.
 6. Serve on Red Devil Wellness committee.
- G. **Director of Diversity:** Recognize, plan and implement diversity programming. The Director of Diversity's duties include but are not limited to:
1. Act as a liaison between Multicultural Club and Student Government and attend Multicultural Club meetings.
 2. Act as a liaison between the Sexualities and Genders Alliance and Student Government.
 3. Work with the Director of International Programs to meet the needs of international students.
 4. Coordinate diversity programming awareness on campus.
 5. *Serve on Diversity and Equity Committee.*

Section 3 – Duties Common to All Members. (Refer to the Office Guideline document)

- 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 per week including two hours in the downstairs student activities office. Committee and event hours do not count as office hours. Changes in hours must be approved by the Director of Student Programs.
- 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 Activities Director.
- I. Additional duties as assigned by Executive Council and/or Director of Student Programs.
- J. When planning an event, give all necessary information to the Director of Graphic Design at least two weeks prior to the expected date of developed promotional material.
- K. Schedule a monthly meeting with the Director of Student Programs and/or Assistant Director of Residence Life and Student Programs.