Associated Student Government Officer
Duties & Responsibilities

President:

- To serve as the chief executive officer, official representative and official spokesperson of the Association.

- To serve as a voting member and preside over the weekly Executive Board meetings and attend all Activities Board meetings in a nonvoting capacity.

- To appoint such ad hoc committees, boards, and commissions as may be necessary from time to time.

- Represent the Association in all judicial proceedings involving the Student Senate and to serve as the Association’s parliamentarian as defined below:
  a) To hold in his/her possession copies of all Association laws, policies, and standing rules.
  b) To review the approved Student Senate minutes weekly for the purpose of updating operating policies, standing rules, and/or bylaws of the Association.

- To hold the representatives of the Executive and Activities Boards, and committees responsible for the efficient conduct of their respective organizations and to require a written report or opinion of the principal officers of each of the organizations in accordance with the policies of the Association. Furthermore, he/she will manage the personnel of the Association. However, when issues arise involving the Activities Board the President will act upon the recommendations of the Executive Vice President of Activities.

- To inform the Senate both the Executive and Activities Board in a joint session at least once in his/her term of the state of the Association, either at the last meeting of the fall or the first in spring semester.

- To recommend such measures as he/she deems necessary for the welfare of the Association.

- To serve as a voting member of the Association’s Finance Committee.

- To appoint an Administrative Assistant (s), and upon ratification by a two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

- To make the agenda and minutes for the Executive Board available as soon as possible prior to each Executive Board meeting in accordance with all governing laws and documents.

- To be empowered to recognize a proxy, upon correspondence from any Executive Board member for the Executive Board meeting.

- To serve on the President’s Advisory Council, President’s Advisory, Council-Budget, College Planning Team, and the Advocacy Team.

- To serve as the liaison between the Association and the Office of Student Development service programs.

- To be responsible for all advocacy and legislative issues at various level of government.
  He/she will attend meetings and conferences of statewide or national organizations, which the Association is a member of. Furthermore, the President will co-coordinate with the Student Trustee surveys, lobbying days and all other legislative activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Association’s Executive Board regarding legislation for approval.
• Oversees the expenditures of the Student Representation Fee, and the Student Center Fee.

• To co-coordinate with the Student Trustee a voter registration event at least once per semester.

**Executive Vice President:**

• To serve as a voting member of the Executive Board.

• Attends all meetings of the Activities Board as a nonvoting member of the Board.

• To assume the duties of the President during the President’s absence, if the office is vacated, or at the direction of the President.

• To chair the Finance Committee and responsible for the drafting of a new proposed budget for the next Association year. This job to be accomplished for the Student Senate of the succeeding year, no later than the first Student Senate meeting in May of each year.

• To make a oral and written report to the Executive and Activities Board on the financial standing of the Association, i.e., income, expenditures, and balance on hand every other week. Furthermore, he/she must have the appropriate documentation with them at all meetings of the Association.

• To keep the Association’s books in accordance with the California Education Code.

• To serve on the President’s Advisory Council-Budget Committee.

• To be responsible for the supervision of all financial activities of the Association.

• To chair and serve as a voting member of the Finance Committee.

• To coordinate the Scholarship Program of the Association.

• Oversees the expenditures of the Student Support Fee, and Student Representation Fee.

• To appoint an Administrative Assistant (s), and upon ratification by a two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

**Student Trustee:**

• To represent the college student body and the interests of the Associated Student Government at all meetings of the Santa Clarita Community College Board of Trustees.

• To report following SCCCD Board meeting on the actions of the Board.

• To serve as a voting member of the Executive Board and Finance Committees and will attend all Activities Board meeting in a nonvoting capacity.

• To maintain the qualifications established in the Santa Clarita Community College District Board Policy.
  a) To maintain the qualifications applying to all other voting members of the Student Senate.
  b) To be enrolled in or have completed at least twenty (20) semester units at College of the Canyons.

• To appoint an Administrative Assistant and upon ratification by a two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
• To serve as student representative to the Academic Senate of the College and will provide a report to the Executive Board following each Academic Senate meeting.

• In the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting and in the absence of an alternate, the representative duty of the Student Trustee will be carried out by the ASG President, if unable, then the Canyon Country Campus Representative, then the ASG Executive Vice President in the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting.

• To be responsible for all advocacy and legislative issues at various level of government. He/she will attend meetings and conferences of statewide or national organizations, which the Association is a member of. Furthermore, the Student Trustee will co-coordinate with the Association’s President surveys, lobbying days and all other legislative activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Associations Executive Board regarding legislation for approval.

• To serve as the student representative on the College’s Advocacy Team, and the College Planning Team.

• To co-coordinate with the President a voter registration event at least once per semester.

• To comply and complete any and all duties and regulations set forth by California State Law (Education Code Sections 72023.5) and District policy regarding the Student Trustee.)

**Executive Vice President of Activities:**

• To serve as a voting member of the Executive Board.

• Serve as the Chair of the Activities Board in a nonvoting capacity.

• Attends all meeting of the Executive and Activities Boards.

• Spearhead all the activities sponsored by the Association.

• To serve as a voting member of the Finance Committee of the Association.

• To make the agenda and minutes available for the Activities Board as soon as possible prior to each Activities Board meeting, in accordance with all governing laws and documents.

• Monitor all expenditures of the Activities Board.

• Report to the Executive Board on all actions taken by the Activities Board.

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• Coordinate and create a monthly activities schedule.

• Work closely with the Officer of Marketing and Information to ensure activities are advertised in the Paw Print and press releases are developed and distributed.

• Ensure appropriate activities are held to promote cultural diversity, educational enrichment, awareness of legislative issues, and social functions i.e.) Spring Fling and Fall Fest.

• Coordinate the annual Student Involvement campaign with the cooperation of both boards.
• To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

**Vice President of the Inter Club Council:**

• To serve as a voting member of the Executive Board.

• Attends all meetings of the Activities Board as a nonvoting member.

• To chair the Inter Club Council Meetings as a nonvoting member.

• To make the agenda and minutes available for the Inter Club Council as soon as possible prior to each Inter Club Council meeting in accordance with all governing laws and documents.

• To appoint a Director of Clubs and Organizations, upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

• Assist the Office of Student Development with the chartering and re-chartering of the clubs on campus.

• Serves as official representative of the clubs at all of the Association’s meetings.

• Send a weekly update to all club advisors to inform them of their clubs status and all Inter Club Council business.

• Coordinate the Back to School Bash and/or Club Rush at the beginning of each academic semester with the cooperation of the Inter Club Council and the Activities Board.

• Will attend at least one club meeting for all clubs per semester.

**Officer of Marketing and Information:**

• To serve as a voting member of the Executive Board.

• Attends all meetings of the Activities Board as a nonvoting member of the Board.

• To assist with the community newspaper(s) representative to the college.

• Serve as editor and chief of The Paw Print or any ASG publication.

• To appoint an Assistant Editor, Staff Writer (s), Graphic Artist (s), Historian, and Photographer (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, supervise the non-voting powers and activities so delegated.

• To contact the appropriate persons to keep the marquee updated with Association and club events.

• To contact the appropriate persons to keep the Association website updated.

• To create and distribute press releases upon request of any officer of the Association. Furthermore, they must design and arrange for newspaper ads for the activities and events sponsored by the Association.
Campus Vice President of Activities (Canyon Country Campus & Valencia Campus):

- To serve as a voting member of the Executive Board and Finance Committee and will attend all Activities Board meetings in a nonvoting capacity.
- To serve as the liaison between the main campus and all satellite campuses of the college.
- To coordinate at least one event per semester and each satellite campus with the cooperation of the Activities Board.
- To serve on all district committees pertaining to the planning/coordination of all off campus sites.
- To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Public Affairs Officer:

- Serve as voting a member of the Association’s Activities Board and will attend all of the Executive Board meetings as a nonvoting member.
- Serve as the liaison between the Office of Student Development in the management of the poster room (STCN-107).
- Responsible for the promotion of activities held by the Association.
- To work with the Officer of Marketing and Information in promoting the endeavors of the Association.
- Work with outside college departments with the promotion of their events upon request.
- To appoint a Director (s) of Publicity and by a two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Cultural Student Involvement Coordinators (Canyon Country Campus & Valencia Campus):

- To represent cultural and educational interests of the Association members of their respective campus.
- To organize films and educational speakers for their respective campus.
- To work with the Executive Vice President of Activities and their respective campus Vice President of Activities in providing events to promote cultural awareness (i.e. Black History Month, Cinco De Mayo, etc.), and educational enrichment.
- To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
- To promote and encourage student involvement among all students of the college.
- Serve as voting a member of the Associations Activities Board and will attend all of the Executive Board meetings as a nonvoting member.
Social Student Involvement Coordinators (Canyon Country Campus & Valencia Campus):

- To represent the social interests of their respective campus.

- To organize films and other activities deemed to be social in nature at their respective campus.

- To organize monthly cardholder benefit activities (i.e. Spring Fling, concerts, barbecues, etc.) and various social activities of the Association under the direction of the Executive Vice President of Activities and their respective campus Vice President of Activities.

- To appoint an Administrative Assistant(s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

- To promote and encourage student involvement.

- To plan and execute at least one night student event per semester, which must be held after 4:00 p.m. to constitute as a night student event for their respective campus.

- Serve as voting a member of the Associations Activities Board and will attend all of the Executive Board meetings as a nonvoting member.