

## CUESTA COLLEGE – JOB DESCRIPTIONS

### **President**

1. Preside over Senate meetings as Chair. May have a vote only in the event of a tie or to affect the outcome of the vote.
2. Preside over Executive Cabinet meetings .
3. Assume the role of Vice-chair position on Student Community Liaison Committee (SCLC) or may appoint a designee; and shall work with other Executives to foster relations within the community including but not limited to high schools, county agencies, non-profits, and other community members.
4. Co-organize an Executive Cabinet Retreat with the ASCC vice president in the summer prior to the beginning of the fall semester with consultation from the ASCC advisor.
5. Responsible for coordination and implementation of the mid-year and end-of-year recognition event for Senate.
6. Provide direction to all members of the Executive Cabinet.
7. Appoint and make recommendations for committee chair positions within ASCC not otherwise included in the Bylaws.
8. Appoint ASCC student representatives to Cuesta College standing committees with approval from Senate.
9. Serve as a member of the Cuesta College Foundation Board.
10. Serve as the Cuesta College Student Trustee for the San Luis Obispo County Community College District Board of Trustees and should attend all meetings.
11. Serve as the student speaker at Commencement in the spring semester.
12. Lead an expectations, agreements, and goal-setting brainstorm at the beginning of each semester in Senate
13. Lead an expectations, agreements, and goal-review session at the end of each semester in Senate
14. Lead a goal-setting/vision session in Senate at the end of the spring semester for the following school year.

## **Vice President**

1. Serves during Senate meetings as Vice-chair.
  - a. Vice-chair will fill the position of Chair when the Chair is absent
2. Preside over the North County Campus (NCC) Taskforce Committee as Co-chair.
3. Take over the duties of the ASCC president in the event of his/her absence during a meeting.
4. Take over duties of the ASCC president/student trustee in the event of a vacancy.
5. Responsible for oversight of Senate office area, which may include, but is not limited to, ordering supplies, determination of officer spaces, etc., with consultation from ASCC advisor.
6. Meet with ASCC president/student trustee as needed.
7. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor, and/or Senate.
8. Serves as the student representative on the College Council Committee. May appoint a designee if necessary with approval of the ASCC president/student trustee and ASCC advisor.
  
12. Shall serve as Chair of a three-member committee to approve Senate minutes.

## **Activities Director**

1. Oversee all social and educational activities sponsored by ASCC on campus with Activities Committee.
2. Responsible for presenting an ASCC activities calendar with activity events and dates outlined at the end of each semester for the following semester with the approval of the ASCC advisor and president/student trustee. *Example:* The activities calendar presented in May and will outline events for fall, etc.
3. Work with the ASCC Social Club and ASCC advisor to organize events/activities together.
4. Serve as the Chair on the Programming Committee.
5. Complete paperwork as necessary for planning an activity at least two weeks in advance. *Example:* Student Activity Request forms, etc.
6. Maintain a running inventory and price list of materials being purchased for a coming event and work closely with the finance director and ASCC advisor on use of funds.
7. Work closely with the Activities Committee and ASCC advisor regarding outside vendors (i.e., bands, guest speakers, and rental of equipment).

8. Present to Senate all activity planning.
9. Attend, or designate ASCC representatives, all ASCC-sponsored events on and North County campuses.
10. Organize and assign duties and responsibilities to ASCC members pertinent to ASCC activities.
11. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor, and/or Senate.

### **Clubs Director**

1. Introduce new or returning clubs to Executive Cabinet and Senate,
2. Serve as the Chair of ICC meetings.
3. Is a member on the ASCC Programming Committee and the NCC Taskforce Committee.
4. Organize club day/club fair a minimum of once per semester.
5. Work with ASCC advisor to ensure that club packets are available for students.
6. Serve as the liaison between clubs and ASCC by providing monthly reports to Senate of club happenings as stated at the ICC meeting.
7. Promote club success and development through various creative means.
8. Serve as a voting member on the Executive Cabinet and Student Senate.
9. Meet with ASCC president/student trustee and Advisor as needed
10. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor, and/or Senate.

### **Finance Director**

1. Serve as the Chair of the ASCC Budget Committee.
2. Work with the ASCC advisor, ASCC financial liaison, and the ASCC Budget Committee to prepare the ASCC annual budget.
3. Manage appropriate use of the Student Rep Fee.
4. Approve ASCC expense requisitions as appropriate.

5. Advise the ASCC president/student trustee and Executive Cabinet concerning finances and money proposals prior to submitting to Senate.
6. Work with the ASCC financial liaison and the ASCC advisor to maintain accurate financial files on, but not limited to, financial statements and copies of expense requisitions of the Student Senate.
7. Present financial reports as appropriate to the Senate End of the semester reports
8. Attend ASCC functions as requested to monitor money matters.
9. Supervise ASCC fund raising activities.
10. Meet with ASCC president/student trustee and Advisor as needed
11. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor, and/or Senate.
12. Serve as a member of Cuesta College Planning and Budget standing committee, or consult with ASCC president/student trustee to appoint an alternate.

**NOTE:**

The finance director and ASCC advisor have signature approval on all ASCC expense requisitions. In the absence or unavailability (including no response to signing a request within five (5) calendar days) of the finance director, the signature of the ASCC president/student trustee is appropriate.

**Publicity Director**

1. Responsible for coordinating and designing publicity for all ASCC-sponsored events at Cuesta College.
2. Responsible for and coordinates the use and upkeep of the publicity workroom.
3. Responsible for working with the activities director and/or the event coordinator to carry out the design and implementation of publicity for each event.
4. Responsible for creating and submitting the Cuestionian ad in a timely fashion for each issue (if approved in ASCC budget).
5. Order publicity supplies as necessary.
6. Work on creating/ordering promotional material with the outreach director and the ASCC advisor.
7. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor, and/or Senate.
8. Social media posts and outreach in collaboration with the Office of Student Life.

## **Chief Justice**

1. Chair of the Judiciary Committee.
2. Undertake other duties as requested by the ASCC President/Student Trustee, ASCC advisor, and/or Senate.
3. Shall serve as a member of the Minutes Committee.

## **Secretary**

4. Take minutes of weekly Senate and Executive Cabinet meetings.
5. Provide copies of minutes to Senate and Executive Cabinet members at the next week's meeting, with approval of the ASCC advisor.
6. Provide copies of minutes to Executive Cabinet members at the next week's meeting, with approval of the ASCC advisor.
7. Post approved Executive Cabinet and Senate minutes in the Student Center, and any other areas requested by ASCC Advisor
8. Prepare all Senate and Executive Cabinet handouts as requested by the ASCC president/student trustee, ASCC vice president, or ASCC advisor.
9. Prepare Executive Cabinet and Senate agendas.
10. Post Executive Cabinet and Senate agendas in the Student Center in a timely fashion in accordance with the Brown Act, with approval of the ASCC advisor.
11. Provide copies of Executive Cabinet and Senate agendas and minutes in ASCC member boxes and/or via email at least 24 hours prior to the next meeting.
12. Keep record of attendance at Senate and Executive Cabinet meetings and make sure everyone is in compliance with the ASCC attendance bylaws.
13. Provide absence reports to the ASCC advisor during weekly one-on-one meetings. ?? At the beginning of the month
14. Serve as a voting member on the Executive Cabinet and Student Senate.
15. Undertake other duties as requested by the ASCC President/Student Trustee, ASCC advisor, and/or Senate.
16. Member of the Minutes Approval Committee.

## **North County Director**

1. Member of the Executive Cabinet
2. Responsible for representing the specific needs of the students taking a majority of their classes at the North County campus.
3. Works closely with Senate to execute activities on the North County campus.
4. Chairs and supervises the North County Committee.
5. Inform Student Senate of the concerns and desires of North County constituents through formal and informal surveys.
6. Must attend ASCC Fall and Spring Retreats, and any other mandatory training sessions.
7. Attends Executive Cabinet and Senate meetings.
8. Promotes ASCC involvement on the North County campus.
9. Must take at least two-thirds of their units at the North County campus.
10. Undertake other duties as requested by the ASCC President/Student Trustee, ASCC advisor, and/or Senate.

## **Senators**

1. Senators are required to attend all Senate meetings as outlined in the Attendance Bylaws.
2. Senators must serve on at least one district wide committee (participatory governance). The Senator will be required to give a campus-wide committee report in Senate, and submit a written report to the ASCC Secretary.
3. Senators must serve on an ASCC committee (e.g., , elections, North County Committee, etc.).
4. Senators are expected to aid in the execution of ASCC events.
5. Senators must actively participate in at least one ASCC event during the course of the semester, either as a coordinator or as an active member.
6. Per the ASCC budget, Senators may receive a grant at the end of the fall and spring semesters if all duties and responsibilities are met.
7. Senators will meet with the advisor to go over the completion of goals and duties of their position no later than three weeks prior to the end of the term.

## **Equity and Diversity Senator**

1. Defining goals and areas of concerns that surround DEI (Diversity, Equity & Inclusion) work.
2. Work with Clubs and students to help promote DEI activities.
3. Develop student led discussions and forums.
4. Bring to the senate updates on DEI within Cuesta.