ASG Position Description

**The duties and obligations of these members are not limited to the descriptions within this document. Please refer to the ASG Bylaws for further guidance.**

President:

- Shall represent ASG and the ASSC at all necessary social, ceremonial, and political occasions, and shall serve as a liaison to the SC President and the Board of Trustees on matters of student affairs.
- Shall serve as an ex-officio member of all ASG committees and taskforces.
- Shall serve on the following college/district-wide committees: SOCCCD Board of Trustees, Consultation Council, College Advancement, Accreditation, and Board Policy and Administrative Regulation Advisory Council.
- May temporarily appoint an eligible applicant who is a current member of the ASG to a vacant position, but the BOD must approve the appointment to make it permanent.
- The President or Vice President will be responsible for attending all campus/district-wide committee meetings that no other ASG representative has been assigned to.
- May veto within ten business days after the vote, any legislation, or act of any ASG Committee, Council, or the BOD that he or she feels might be detrimental to the ASSC or to any individual student.
- May recommend the removal of any individual that has failed to uphold his or her responsibilities and duties of their position to the Judiciary Committee.
- May sign requisitions before forwarding them to the Student Development Office.
- Shall create guidelines for the use of the ASG office including all office equipment.
- Shall maintain contact with and communicate regularly with the Vice President. A regular schedule may be set if necessary.
- Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, as requested.
- Reserves the right to fairly assign members of their committee with tasks and responsibilities that may not be specified in the ASG Bylaws.
- Shall serve as the chair of ASG BOD meetings, with the right to vote in order to break a tie.
- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- May survey the student body in order to gather data on the needs and concerns of the students.

Vice President:

- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
• May survey the student body in order to gather data on the needs and concerns of the students.
• Shall be responsible for the taking of minutes during meetings of the ASG BOD.
• Shall serve as the Chair of the Judiciary, with the right to vote in order to break a tie.
• Shall serve on the following college/district-wide committees: Foundation Board, and Operational Support and Resources.
• Shall serve as an ex-officio member of all committees of ASG.
• May sign requisitions before forwarding them to the Student Development Office if the President and the Treasurer are unavailable.
• He or she will also be encouraged to attend E-Cab and ICC meetings.
• Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, in instances in which the President is unavailable.
• Will be responsible to gather and post approved minutes and agendas on to the ASG webpage.
• Shall collect bylaws changes.
• Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committee’s are posted to the ASG webpage regularly.
• Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committee’s are stored in a binder accessible to the public.

Director of Human Resources and Volunteering:
• Must attend all ASG Board of Directors meetings.
• Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
• Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
• May survey the student body in order to gather data on the needs and concerns of the students.
• Shall formulate and maintain the ASG roster and contact list, and distribute these to all members of the ASG.
• Must focus on actively searching and recruiting volunteers for ASG through webpage publications, paper advertisements, publicity requests, and campus events.
• Must keep regular contact with ASG Volunteers, updating them on current and future ASG events.
• Shall be charged with the responsibility of keeping a physical record of all written officer reports for each committee and the attendance records.
• Will be responsible for maintaining and collecting member and volunteer member service hours.
• Shall keep volunteers organized and focus on motivation.
• Shall serve on the following college/district-wide committees: Classified Senate.
• Will be responsible for organizing the ASG application process. He or she will ensure that the membership code is followed in terms of application and interview processes.
• Shall serve as the chair of the Election Committee and any jury meetings, unless recusal is deemed necessary.

**Director of Academic Affairs:**

- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Responsible for academic divisions, working with academic counseling, serving on grade grievance panels and working on course access issues.
- Must serve on the following college/district-wide committees: Academic Senate, Academic Appeals, Academic Calendar Committee, Academic Standards and Ethics, and Curriculum.
- Responsible for keeping regular contact with the deans of academic divisions. If the deans are not available then, he/she must reach out to another member of the division.
- Responsible for representing the students in academic divisions and voicing their opinions and concerns through ASG.
- Shall create panels within academic divisions where students can directly voice their opinions, concerns, and ideas.
- Shall attend club meetings that directly correspond to academic divisions.

**Director of Learning Resources and Tutoring:**

- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall be Responsible for interfacing with the LRC, strategizing student access and utilization of services.
- Shall serve on the following college/district-wide committees: Writing Center Steering, Distance Education.
- Responsible for keeping regular contact with the dean of Online Education and Learning Resources. If the dean is not available then, he/she must reach out to another member of the division.
- Responsible for representing the students in Online Education and Learning Resources and voicing their opinions and concerns through ASG.
- Shall create panels for Online Education and Learning Resources students, where students can directly voice their opinions, concerns, and ideas.

**Director of Student Support Services:**

- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall be Responsible for interfacing and strategizing student access and utilization of services of Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
- Shall serve on the following college/district-wide committees: Bookstore and food & Beverage Committee, DSPS Advisory, EOPS/Care Advisory, Matriculation, Student Affairs.
- Responsible for keeping regular contact with the heads of the following divisions: Financial Aid, EOPS, DSPS, Cafeteria and Health Center. If the heads of the divisions are not available then, he/she must reach out to another member of the division.
- Responsible for representing the student voice in matters regarding Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
**Director of Events:**
- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall serve as the chair of the EC with the right to vote in order to break a tie.
- Responsible for creating and organizing ASG events for the student body.
- Shall serve as an ex-officio member of all EC committees and taskforces.
- Must serve on the following college/district-wide committees: Commencement.

**Director of Budget and Finance:**
- Must attend all ASG Board of Directors meetings.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
- Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall serve as the chair of the Budget Committee with the right to vote in order to break a tie.
- Shall serve on the following college/district-wide committees: Equipment, Planning and Budget Steering.
- Shall respectively request the guidance of the Student Development staff regarding fiscal matters as needed.
- Shall be the campus-wide representative of the ASG budget.
- Shall maintain accurate records of the ASG Budget including all revenues, expenditures, and transfers.
• Shall verify the legitimacy of expenditures and sign requisitions before forwarding them to the Student Development Office.
• Shall attend any ASG meeting in an advisory role on fiscal matters as needed.

**Director of Student Clubs and Organizations:**
• Must attend all ASG Board of Directors meetings.
• Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
• Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
• May survey the student body in order to gather data on the needs and concerns of the students.
• Shall serve as the chair of the ICC, with the right to vote in order to break a tie.
• The Director of Student Clubs and Organizations must not be affiliated with a student clubs.
• Must hold regular campus events publicizing club activities on campus.
• Shall serve as an ex-officio member of all ICC committees and taskforces.
• Chair shall send weekly emails to members and club representatives.
• Shall serve on the following college/district-wide committees: Outreach.

**Director of Publicity and Public Relations:**
• Must attend all ASG Board of Directors meetings.
• Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
• Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
• May survey the student body in order to gather data on the needs and concerns of the students.
• Shall serve as the Chair of the Publicity Committee, with the right to vote in order to break a tie.
• Will be responsible for publicizing ASG as a whole, and regularly update the ASG webpage and all other forms of media.
• Shall compile and update a calendar of all ASG events, which he/she will then enter into a calendar available on the ASG webpage.
• Will be responsible for managing and undertaking publicity requests put forth by ASG members.
• Shall serve on the following college/district-wide committees: Marketing and Communications.

**Director of Veterans Affairs and Resources:**
• Must attend all ASG Board of Directors meetings.
• Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
• Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
• May survey the student body in order to gather data on the needs and concerns of the students.
• Shall serve as the Chair of the Veterans Student Council, with the right to vote in order to break a tie.
• Responsible for keeping regular contact with the Director of Veterans Services. If the director is not available then, he/she must reach out to another member of the division.
• Responsible for representing veteran students and voicing their opinions and concerns through ASG.
• Shall create panels within the Veterans Center, where veteran students can directly voice their opinions, concerns and ideas.
• Shall attend club meetings that directly correspond to veteran students.

**Director of International Students and Diversity:**
• Must attend all ASG Board of Directors meetings.
• Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
• Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.
• Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
• May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
• Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
• Must be ready to serve on a college wide committee if requested by the president.
May survey the student body in order to gather data on the needs and concerns of the students.

Shall serve as the chair of International and Diversity Student Council.

Shall be responsible for interfacing, strategizing student access and utilization of services of Financial Aid, EOPS, DSPS, Cafeteria and Health Center.

The individual holding the position of Director of International Students and Diversity must be an international student.

Shall serve on the following college/district-wide committees: Cross-cultural Studies Advisory, and Women and Gender Studies Advisory

Responsible for keeping regular contact with the Director of International Students. If the director is not available, he/she must reach out to another member of the division.

Responsible for representing international and diverse students and voicing their opinions, concerns, and ideas.

Shall create panels within international students center where international and diverse students can directly voice their opinions and concerns.

Shall attend club meetings that directly correspond to international and diverse students.

**Director of Honors, Transfer, and Career Technical Education:**

Must attend all ASG Board of Directors meetings.

Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.

Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor.

Must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.

Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.

May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.

Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.

Must be ready to serve on a college wide committee if requested by the president.

May survey the student body in order to gather data on the needs and concerns of the students.

Shall serve as the Chair of the Honors Student Council, with the right to vote in order to break a tie.

Shall serve on the following college/district-wide committees: Transfer, Honors Board, and VTEA Advisory.

The Director of Honors, Transfer, and Career Technical Education must be an honors student.

Responsible for keeping regular contact with the heads of Honors, Transfer, and Career Technical Education divisions. If the heads of the divisions are not available, he/she must reach out to another member of the division.

Responsible for representing Honors, Transfer, and Career Technical Education students and voicing their opinions, concerns, and ideas through ASG.

Shall create panels within Honors, Transfer, and Career Technical Education where students can directly voice their opinions, concerns, and ideas.

Shall attend club meetings that directly correspond to Honors, Transfer, and Career Technical Education.

**The Administrative Coordinator for Judiciary and Budget Committee:**
• Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
• Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
• Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
• Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
• Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
• Must attend all Judiciary Committee meetings.
• Responsible for keeping track of absences in their committee/council meeting.
• Must attend all Budget Committee meetings.
• Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
• Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
• Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
• Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
• Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
• Review the Bylaws and Constitution at least once per semester.
• Must review any requested Bylaws changes before submitting the request to the Board of Directors.
• Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.
• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Administrative Coordinator for Events Committee:
• Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
• Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
• Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
• Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
• Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
• Must attend all Judiciary Committee meetings.
• Responsible for keeping track of absences in their committee/council meeting.
• Must attend all Events Committee meetings.
• Shall schedule, coordinate, and oversee any events sponsored or held by EC.
- Responsible for assisting the Chair of E-Cab with the activities and events that ASG participates in.
- Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
- Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
- Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
- Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
- Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
- Review the Bylaws and Constitution at least once per semester.
- Must review any requested Bylaws changes before submitting the request to the Board of Directors.
- Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Administrative Coordinator for Publicity Committee:
- Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
- Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
- Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
- Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
- Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
- Must attend all Judiciary Committee meetings.
- Responsible for keeping track of absences in their committee/council meeting.
- Responsible for assisting the Chair of Publicity Committee with publicizing the activities and events that ASG participates in.
- Shall be responsible for publicizing all ASG events.
- Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines.
- Shall submit publicity and marquee requests to the Student Development Office according to specific deadlines.
- Must assist the Director of Publicity and Public Relations on gathering all information regarding all ASG events, which are then to be entered into a calendar available on the ASG webpage.
- Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
- Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
- Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
- Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
- Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
- Review the Bylaws and Constitution at least once per semester.
- Must review any requested Bylaws changes before submitting the request to the Board of Directors.
- Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Administrative Coordinator for Inter-Club Council:
- Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
- Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
- Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
- Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
- Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
- Must attend all Judiciary Committee meetings.
- Responsible for keeping track of absences in their committee/council meeting.
- Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
- Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
- Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
- Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
- Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
- Review the Bylaws and Constitution at least once per semester.
- Must review any requested Bylaws changes before submitting the request to the Board of Directors.
- Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Administrative Coordinator for Veterans Student Council:
- Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
- Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
- Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
- Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
• Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
• Must attend all Judiciary Committee meetings.
• Responsible for keeping track of absences in their committee/council meeting.
• Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
• Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
• Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
• Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
• Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
• Review the Bylaws and Constitution at least once per semester.
• Must review any requested Bylaws changes before submitting the request to the Board of Directors.
• Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Administrative Coordinator for International and Diversity Student Council:
• Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
• Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
• Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
• Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
• Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
• Must attend all Judiciary Committee meetings.
• Responsible for keeping track of absences in their committee/council meeting.
• Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
• Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
• Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
• Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
• Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
• Review the Bylaws and Constitution at least once per semester.
- Must review any requested Bylaws changes before submitting the request to the Board of Directors.
- Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Administrative Coordinator for Honors Student Council:
- Responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.
- Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.
- Shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.
- Responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.
- Responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.
- Must attend all Judiciary Committee meetings.
- Responsible for keeping track of absences in their committee/council meeting.
- Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
- Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
- Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
- Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
- Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
- Review the Bylaws and Constitution at least once per semester.
- Must review any requested Bylaws changes before submitting the request to the Board of Directors.
- Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.

The Officer of Finance for Budget and Judiciary Committee:
- Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.
- Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.
- Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.
- Is a voting member of the Budget committee and must attend all Budget committee meetings.
- Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.
• If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.
• Shall have an unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.
• Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
• Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
• Responsible to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
• Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
• Review the Bylaws and Constitution at least once per semester.
• Must review any requested Bylaws changes before submitting the request to the Board of Directors.
• Will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.
• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for Events Cabinet:
• Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.
• Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.
• Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.
• Is a voting member of the Budget committee and must attend all Budget committee meetings.
• Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.
• If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.
• Responsible for assisting the Chair of E-Cab with the activities and events that ASG participates in.
• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for Publicity Committee:
• Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.
• Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.
• Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.
• Is a voting member of the Budget committee and must attend all Budget committee meetings.
• Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.
• Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.

• If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.

• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for Inter-Club Council:

• Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.

• Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.

• Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

• Is a voting member of the Budget committee and must attend all Budget committee meetings.

• Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.

• Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.

• If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.

• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for Veterans Student Council:

• Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.

• Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.

• Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

• Is a voting member of the Budget committee and must attend all Budget committee meetings.

• Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.

• Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.

• If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.

• Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for International and Diversity Student Council:

• Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.

• Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.

• Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

• Is a voting member of the Budget committee and must attend all Budget committee meetings.
- Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.
- If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.
- Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Finance for Honors Student Council:
- Responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.
- Must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.
- Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.
- Is a voting member of the Budget committee and must attend all Budget committee meetings.
- Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.
- If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.
- Shall review ASG allocation to ensure they comply with the ASG finance code.

The Officer of Events Publicity:
- Shall take photos at all ASG events and post them on existing ASG medias (i.e. Facebook.com/SCASG, Saddleback.edu/ASG, ASG bulletin boards, etc.).
- Shall create publicly available evaluation records of all ASG events, provided to the E-Cab branch chair. Records shall include a brief description of the event, any publicity materials related to the event, a record of specific money surpluses and deficits, and a record of student opinions and attendance.
- Is a voting member of the Publicity committee and must attend all Publicity committee meetings.
- Responsible for assisting the Chair of E-Cab with the activities and events that ASG participates in.
- Responsible for assisting the Chair of Publicity Committee with publicizing the activities and events that ASG participates in.
- Shall be responsible for publicizing all ASG events.
- Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines.
- Shall submit publicity and marquee requests to the Student Development Office according to specific deadlines.
- Must assist the Director of Publicity and Public Relations on gathering all information regarding all ASG events, which are then to be entered into a calendar available on the ASG webpage.
- Responsible for assisting the Chair of Publicity Committee with publicizing the activities and events that ASG participates in.
- Shall be responsible for publicizing all ASG events.
- Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines.
• Shall submit publicity and marquee requests to the Student Development Office according to specific deadlines.
• Must assist the Director of Publicity and Public Relations on gathering all information regarding all ASG events, which are then to be entered into a calendar available on the ASG webpage.

The Officer of Community Service:
• Will serve as liaison to the community as needed in gathering donations and other necessary items and/or funds from the community.
• Will be responsible for referencing past community service events, as well as encouraged to introduce new service projects for the ASG and the ASSC to participate in.
• Must gather information on community service opportunities and make available this information to the student body on the ASG webpage.
• Must work with the Director of Human Resources and Volunteering to gather volunteers for community service.
• Responsible for assisting the Chair of E-Cab with the activities and events that ASG participates in.