

## ASCC President

The ASCC President serves as the team leader and committee chair for the seven (7) member ASCC Student Government. This is a highly visible position that requires the ability to speak to public audiences, as well as serve as the liaison and student representative to the Clark College Board of Trustees, College administration, staff, faculty and community; representing student opinion and ASCC initiatives.

### Specific Responsibilities:

- Serve as official ASCC representative to the Clark College Board of Trustees; preparing a monthly written report and attending monthly board meetings (August–June) to provide updates as needed
- Serve as non-voting chair of ASCC Student Government, preparing the meeting agenda and coordinating weekly meeting day, time, and location.
- Serve as voting member on the following committees:
  - ASCC Student Government Budget Committee (one-time funds approval process)
  - Constitution & Bylaws Review Committee
  - ASCC Appointments Committee
  - Technology Fee Committee
  - *The Independent* Selection Committee (if needed)
  - Other standing and ad hoc committees/task forces as assigned
- Interpret the ASCC Constitution and Bylaws with advice from the Director of Student Life.
- Meet with the ASCC Student Government team as needed to offer guidance.
- Lead the planning, implementation, and assessment of quarterly ASCC Welcome Week activities; serving ten (10) hours the first week of every quarter.
- Acquire a working knowledge of the Washington State legislative structure, hotlines, and bill procedures; provide updates on legislative issues that affect community college students
- Serve as Clark College’s WACTSA representative.

### General Responsibilities:

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
- Attend weekly office hours (15 per week); not to exceed 69 hours per month.
- Attend designated meetings with your Student Life staff advisor.
- Prepare for weekly meetings: review of read-ahead items such as funding requests and submit weekly officer and committee reports.
- Participate in and assist ASCC team with the planning, implementation and assessment of the following activities:
  - Quarterly ASCC outreach event(s)—attend one Clark College event to show ASCC Student Government support
  - Quarterly ASCC Student Government Open Forum/Officer Social to inform/gain feedback from the student body
  - Annual OSWALD Awards
  - General civic engagement activities to inform and educate students
- Post promotion materials throughout campus.
- Work with the Student Life office staff to develop processes and strategies to maximize student involvement and applicants for leadership positions.
- Maintain academic eligibility; submitting quarterly academic mid-quarter evaluations.
- Perform related duties as assigned.

## **ASCC Vice President**

The ASCC Vice President is responsible for promoting student engagement and participation in 30+ College and faculty tenure committees, leadership positions, and civic engagement. These duties require a willingness to recruit student participation and excellent organizational skills to facilitate the placement process and manage all necessary paperwork and communication.

### **Specific Responsibilities:**

- Interview and appoint student representatives to all ASCC, College, and Tenure committees throughout the year as necessary, monitoring their attendance and providing updates to the Director of Student Life.
- Coordinate appointments as specified in the ASCC Bylaws; review and update appointment materials and information, in coordination with the Student Life office staff; and assist in reviewing applicant eligibility.
- Serve as voting chair of the ASCC Appointments Committee, coordinating recruitment calendar, promotions, committee participation, meeting day, time, location, and overall interview process.
- Serve as non-voting chair of ASCC Constitution & Bylaws Committee, preparing the meeting agenda and coordinating meeting day, time and location as needed.
- Serve as voting member on the following committees:
  - ASCC Student Government
  - ASCC Student Government Budget Committee (one-time funds approval process)
  - Other standing and ad hoc committees/task forces as assigned
- Serve as the parliamentarian to the ASCC Student Government.
- Perform the duties of the President in the case of absence, resignation, or forfeiture of office by the President.

### **General Responsibilities:**

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
- Attend weekly office hours (15 per week); not to exceed 69 hours per month.
- Attend designated meetings with the ASCC President and Student Life staff advisor.
- Prepare for weekly meetings: review of read-ahead items such as funding requests and submit weekly officer and committee reports.
- Participate in and assist ASCC team with the planning, implementation and assessment of the following activities:
  - Quarterly ASCC Welcome Week activities; serving ten (10) hours the first week of every quarter.
  - Quarterly ASCC outreach event(s)—attend one Clark College event to show ASCC Student Government support
  - Quarterly ASCC Student Government Open Forum/Officer Social to inform/gain feedback from the student body
  - Annual OSWALD Awards
  - General civic engagement activities to inform and educate students
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- Maintain academic eligibility; submitting quarterly academic mid-quarter evaluations.
- Perform related duties as assigned.

## ASCC Club Coordinator

The ASCC Club Coordinator serves as the main resource and point of contact for all chartered ASCC Clubs; providing new club orientation and trainings throughout the year to promote club success. This customer service oriented position will process all club charters, club service funding paperwork, and club quarterly reports. The Club Coordinator will work with a wide range of club issues and must be able to clearly and consistently communicate and apply College and ASCC policy.

### Specific Responsibilities:

- Serve as voting member on the following committees:
  - ASCC Student Government
  - ASCC Student Government Budget Committee (one-time funds approval process)
  - Other standing and ad hoc committees/task forces as assigned
- Facilitate club charter process, reviewing club charter applications to ensure all needed information is provided and correct prior to club approval.
- Provide new club orientation training upon club charter.
- Coordinate the quarterly Involvement Fair (Club Fair) to occur within the first three weeks of each quarter with the exception of summer quarter.
- Create, manage, and update all club related documents and other information.
- Attend club meetings and events to provide support as needed (planning and coordinating club meetings, events, purchasing paperwork, club service funding, etc.)
- Review, approve and facilitate transfer of Club Seed money and Club Service Funding monies.
- Plan club leadership trainings as needed or requested.
- Demonstrate a working knowledge of the procedures for facilities use, custodial, stage setup requests, and campus security requirements for all club events.
- Mediate conflicts among and within clubs.

### General Responsibilities:

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
- Attend weekly office hours (15 per week); not to exceed 69 hours per month.
- Attend designated meetings with the ASCC President and Student Life staff advisor.
- Prepare for weekly meetings: review of read-ahead items such as funding requests and submit weekly officer and committee reports.
- Participate in and assist ASCC team with the planning, implementation and assessment of the following activities:
  - Quarterly ASCC Welcome Week activities; serving ten (10) hours the first week of every quarter.
  - Quarterly ASCC outreach event(s)–attend one Clark College event to show ASCC Student Government support
  - Quarterly ASCC Student Government Open Forum/Officer Social to inform/gain feedback from the student body
  - Annual OSWALD Awards
  - General civic engagement activities to inform and educate students
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- Maintain academic eligibility; submitting quarterly academic mid-quarter evaluations.
- Perform related duties as assigned.

## **ASCC Civics & Sustainability Director**

The ASCC Civics and Sustainability Director serves as the main event coordinator for the Student Government. The Civics and Sustainability Director engages the overall student population through planning and implementation of events such as civic engagement activities, food drives, Penguin Pantry support events, environment integrity promotion, open forums/officer socials, student appreciation nights, Welcome Week, and the annual OSWALD Awards. Hosting educational and informative programming, this position requires attention to detail, completion of event paperwork, budget management, creativity, communication skills, and excellent leadership with the ability to organize and delegate event planning tasks to team members.

### **Specific Responsibilities:**

- Serve as voting member on the following committees:
  - ASCC Student Government
  - ASCC Student Government Budget Committee (one-time funds approval process)
  - Other standing and ad hoc committees/task forces as assigned
- Lead the ASCC team in the planning, implementation and assessment of the following activities:
  - Quarterly ASCC outreach event(s)—attend one Clark College event to show ASCC Student Government support
  - Quarterly ASCC Student Government Open Forum/Officer Social to inform/gain feedback from the student body
  - Annual OSWALD Awards
  - General civic engagement activities to inform and educate students
  - Quarterly food drive to support the Penguin Pantry and any other aid necessary to best benefit the Pantry
- In collaboration with the ASCC President lead the planning, implementation, and assessment of quarterly ASCC Welcome Week activities; serving ten (10) hours the first week of every quarter.
- Oversee the coordination, planning, implementation and evaluation of all ASCC programming and special events.
- Schedule and oversee all help during events sponsored by the ASCC.
- Create promotional materials for all designated events, ensuring distribution as outlined in the ASCC Communication Plan.
- Track ASCC event expenditures, event attendance, and evaluations for use in ASCC and Student Life college-wide reporting.
- Acquire a working knowledge of the procedures for facilities use, custodial, stage, technical setup requests, and campus security requirements.

### **General Responsibilities:**

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
- Attend weekly office hours (15 per week); not to exceed 69 hours per month.
- Attend designated meetings with the ASCC President and Student Life staff advisor.
  - Prepare for weekly meetings: review of read-ahead items such as funding requests and submit weekly officer and committee reports.
- Post promotion materials throughout campus.
- Work with the Student Life office staff to develop processes and strategies to maximize student involvement and applicants for leadership positions.
- Maintain academic eligibility; submitting quarterly academic mid-quarter evaluations.
- Perform related duties as assigned.

## ASCC Student Relations & Promotions Coordinator

Through the creation of marketing materials in a variety of formats (print, media, and social media) the ASCC Student Relations & Promotions Coordinator supports ASCC Student Government, clubs, programs and services and activities fee sponsored groups to promote their events and activities to Clark students. This position requires excellent communication skills, creativity, basic computer graphics knowledge, and the organizational ability to manage several projects simultaneously while meeting specified deadlines.

### Specific Responsibilities:

- Serve as voting member on the following committees:
  - ASCC Student Government
  - ASCC Student Government Budget Committee (one-time funds approval process)
  - Other standing and ad hoc committees/task forces as assigned
- Oversee and assist in the preparation, distribution and promotion of all services and activities fee sponsored activities, following the ASCC Communication Plan.
- Prepare, publish, and distribute the monthly calendar of student events and activities / bathroom calendar.
- Work with Student Life staff to maintain all promotional materials to include print, media and social media.
- Gather student input to aid student government in their mission to represent student issues, concerns, projects, programming, and activities.
- Serve as student government liaison to *The Independent*.

### General Responsibilities:

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
- Attend weekly office hours (15 per week); not to exceed 69 hours per month.
- Attend designated meetings with the ASCC President and Student Life staff advisor.
- Prepare for weekly meetings: review of read-ahead items such as funding requests and submit weekly officer and committee reports.
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## **ASCC Finance Director**

The ASCC Finance Director is responsible for oversight of the Services & Activities (S&A) Fees annual and one-time funding allocation processes. This is a highly visible position that requires the ability to speak to public audiences, as well as serve as the liaison and student representative to the Clark College Board of Trustees, College administration, and budget requestors; representing the S&A Fee Committee decisions. This position requires clear communication, attention to detail, strong organizational abilities and basic math skills.

### **Specific Responsibilities:**

- Serve as voting chair of ASCC S&A Fee Committee, coordinating S&A Fee allocation calendar, promotion of budget submission, meeting day, time, location, overall budget presentation process, and communication with requestors.
- Serve as non-voting chair of the ASCC Student Government Budget Committee (one-time funds approval process), coordinating review of requests, weekly meeting day, time, location and communication with requestors.
- Serve as voting member on the following committees:
  - ASCC Student Government
  - Technology Fee Committee
  - Other standing and ad hoc committees/task forces as assigned
- Serve as the official signatory for all S&A Fee budgets; monitoring ASCC program and club accounts by reviewing monthly budget status reports and identifying potential budgetary problems or inappropriate expenses.
- Review and update S&A Fee budget materials and information as needed.
- Prepare, publish, and distribute the S&A Fee Budget Handbook.
- Act as a liaison and representative between the ASCC, Program Directors, the S&A Fee Committee, and the Clark College Board of Trustees.
- Presentation of the S&A Fee Budget to the Clark College Board of Trustees.
- Enforce the policies and procedures within the ASCC Financial Code; make updates as needed, in coordination with the Director of Student Life.
- Acquire a working knowledge of Washington State purchasing, accounting, and travel procedures.

### **General Responsibilities:**

- Attend three (3) weeks of training immediately prior to fall quarter and other trainings as assigned
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## **ASCC Executive Assistant**

The ASCC Executive Assistant serves as a non-voting member and official record-keeper of the ASCC Student Government. This crucial support role is responsible for the creation and posting of all ASCC meeting minutes, and organization and retention of all needed records to include agendas and supporting documents. This requires excellent time management, attention to detail, the ability to summarize main themes, organize information, and initiative to provide ongoing team support on all ASCC initiatives.

### **Specific Responsibilities:**

- Serve as non-voting recorder on the following committees:
  - ASCC Student Government
  - ASCC S&A Fee Committee
  - ASCC Constitution & Bylaws Review Committee
  - Other standing and ad hoc committees/task forces as assigned
- Serve as voting member and recorder on the ASCC Student Government Budget Committee (one-time funds approval process)
- Post meeting agendas at least two days before ASCC Student Government, Student Government Budget Committee, S&A Fee Committee, and Constitution and Bylaws Review Committee meetings
- Create weekly Open Public Meetings email announcement for the campus
- Record all action items voted on during official ASCC meetings and maintain as permanent record.
- Distribute and post minutes in the office and other designated areas within three (3) business days of the approval of the minutes.
- Oversee records of the official ASCC committees including agendas, meeting minutes, correspondence and supporting documentation.

### **General Responsibilities:**

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