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JOB TITLE: Associated Students of Centralia College President

RESPONSIBLE TO: Associated Students of Centralia College and Director of Student Life and Involvement Center

GENERAL DESCRIPTION: The President is a member of the ASCC Student Government. This position's primary responsibility is to manage the day-to-day administrative activities of the ASCC Student Government, to serve as chair of the ASCC Student Government, and to serve as the ASCC liaison to the College administration and Board of Trustees.

SPECIFIC RESPONSIBILITIES:

Be the primary student administrator for the Associated Students.

Shall call and chair the regular and special meetings of the ASCC Student Government as per Article III of the ASCC By-laws.

Be the liaison to the student government, the College administration, and the Board of Trustees. Attend Board of Trustees meetings and make regular reports.

Serve as a member of the Institutional Effectiveness Committee.

Serve as the chief executive officer of the student body representing the College students as spokesperson.

Host ASCC Open Forums as needed to inform and gain feedback from the student body regarding ASCC and College information.

Serve as the liaison to athletics and drama. Meet with the coordinators of each area once a quarter and report on events or issues to ASCC Student Government.

Plan and implement Civics Week events to educate students on government.

Attend the annual Legislative Academy and Voice Academy. Also, attend Legislative Advocacy Day if schedule permits.

Maintain a working relationship with the Washington Community and Technical College Student Association (WACTSA) and attend meetings when available.

Maintain a working relationship with local legislators on issues that affect community college students; work with College President and College Relations Director on making information available to campus community.

Acquire a working knowledge of the Washington State legislative structure, hotlines and bill procedures.

Be responsible that all ASCC officers perform the duties of their offices.

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Conduct regular check in meetings with all ASCC officers to identify needs and goals.

Shall serve as the chair of the Constitution Review Committee, and appoint members to said committee, when committee is formed; once every two years.

Be responsible that all carried motions are executed, all established committees perform their duties, and all ASCC Student Government business is in order.

Oversee selection of all student representatives to committees and councils in a non-biased manner.

Prepare the annual ASCC Student Government program budget with the assistance of the ASCC Vice President.

Coordinate the preparation and distribution of a notice, no less than once per month, to inform the student community about student government activities during the fall, winter and spring quarters.

Meet on a regular basis with the Director of Student Life and Involvement.

Shall sit ex-officio or delegate a representative on all Centralia College committees.

Maintain relations with other student governments and state agencies of higher education.

Assist, when needed, in all aspects of Student Life.

Meet with the College President at least once a quarter.