

3-14-18

**JOB TITLE:** Associated Students of Centralia College Senator for Executive Affairs

**RESPONSIBLE TO:** The Associated Students of Centralia College, the Associated Students of Centralia College President, and the Director of Student Life & Involvement

**GENERAL DESCRIPTION:** Senator for Executive Affairs is a member of the Associated Students Student Government in a voting position. This position's primary responsibility is to manage the ASCC Interview process, liaison to tutoring and writing centers and record minutes of meetings for the ASCC Student Government.

**SPECIFIC RESPONSIBILITIES:**

Assist the ASCC Student Government members with clerical and secretarial tasks.

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

Work with the ASCC President on the creation of meeting agendas and have agendas available 24 hours before scheduled meetings.

Record official minutes of all Student Government regular and special meetings. Minutes from a student government meeting must go out to all student government members and the student government advisor within three business days of the meeting for comment.

All corrections must be submitted at least one day prior to the next student government meeting. Corrected minutes must be provided to all student government members and the student government advisor at the beginning of the next student government meeting for approval.

Distributes the agenda and minutes to all student government members, student government advisor and for posting in a timely manner.

Keeps attendance sheet and serves as the recorder for Inter-Club Council.

Make room reservations for all student government events.

Assist the ASCC Student Government in keeping all office information, materials up-to-date e.g. ASCC Student Government meeting schedules, students on committees, ASCC Student Government members, budget committee meetings and members, pertinent events sponsored by the ASCC, Services & Activities Fee Budget Committee, and Student Activities Team.

In conjunction with the Director of Student Life & Involvement, coordinate the ASCC Selection/Interview Committee. (In the event this position is applying for office, another member of the ASCC Student Government will take this responsibility.)

Serve as a member of the Instructional Council, Technology Committee and the College Foundation Board.

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Ensure that other students appointed to instructional council and ASCC Interview Committee attends meetings. Keep ASCC Vice President up to date on student appointee attendance.

Serve as the liaison to the Tutoring Center and Writing Center. Meet with the coordinators of each center once a quarter and report on events or issues to ASCC Student Government.

Assist the ASCC President with legislative issues/events.

Keep reports, records, and documents of student business on file for future reference.

Meet at least once a quarter with the Vice President of Instruction.