

3/14/18

JOB TITLE: Associated Students of Centralia College Vice President

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

GENERAL DESCRIPTION: The Vice President of the Associated Students of Centralia College is a voting member of the Student Government.

SPECIFIC RESPONSIBILITIES:

Perform the duties of the ASCC President in the case of absence, resignation or forfeiture of the office by the President.

Shall aid and assist the ASCC President in fulfilling executive functions of the ASCC Student Government.

Each quarter, insure availability for voter registration.

Be the student contact for the Voter Friendly Campus Designation initiative.

Shall coordinate recruiting student representatives to College committees and recommended committee appointments to the ASCC Student Government, and serve as the contact person for students serving on college committees.

Serve as liaison between students on committees and the Student Government.

Track committee recruitment and placement including providing a quarterly committee attendance report to the director of student life.

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

Supervise the finances of the ASCC Student Government and present a monthly financial report to the ASCC Student Government during regular meetings.

Prepares all purchase orders and other related paper work for student government expenditures.

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

Maintain an updated file of the Services & Activities Fee Budget agendas and minutes

Serve as a member of the Services and Activities Fee Budget Committee.

Serve as a member on the Budget Review and Planning Committee.

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Chair and serve as a member on the ASCC Election Committee, as needed.

Ensure that other students appointed to services and activities fee budget committee, budget review, planning committee, ASCC election Committee, and tenure committees attend meetings.

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

Continually promote compliance with the ASCC Financial Code.

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