

JOB TITLE: Associated Students of Centralia College Vice President

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

GENERAL DESCRIPTION: The Vice President of the Associated Students of Centralia College is a voting member of the Student Governing Board. Promote civic engagement. Be aware of the ASCC finances.

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 Governing Board.

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

Ensure that students appointed to College committees attend meetings.

Track committee recruitment and placement including providing a quarterly committee attendance report to the Student Governing Board.

Serve as liaison between students on committees and the Student Governing Board.

Serve as the liaison to the Writing Center. Meet with the coordinator(s) of the Writing Center once a quarter and report on events or issues to ASCC Student Governing Board.

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

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

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

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.