

Saddleback College Associated Student Government - **Position Descriptions**



UPDATED AND APPROVED BY BOG AND BOPS: 06 December 2019

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President

Reports to the Board of Governance, Board of Trustees and the President of Saddleback College

- Must attend weekly Board of Governance meetings under enforcement of the absence rule.
- Shall serve as the chair of ASG BOG meetings, with the right to vote in order to break a tie.
- Shall represent ASG and the ASSC at all necessary social, ceremonial, and political occasions, and shall serve as a liaison to the SC President and the Board of Trustees on matters of student affairs.
- Shall represent ASG and the ASSC at all necessary social, ceremonial, and political occasions, and shall serve as a liaison to the SC President and the Board of Trustees on matters of student affairs.
- Shall serve as an ex-officio member of all ASG committees and task forces.
- Shall serve on the following college/district-wide committees: *SOC CCD Board of Trustees, Consultation Council, Board of Governors, Accreditation, Board Policy, and Administrative Regulation Advisory Council, and Chancellor's Council.*
- Has the right to temporarily appoint an eligible applicant who is a current member of the ASG to a vacant position, but the BOD must approve the appointment to make it permanent.
- Will be responsible for attending all campus/district-wide committee meetings that no other ASG representative is able to attend.
- Shall maintain contact with and communicate regularly with the Vice President.
- Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, as requested.
- Reserves the right to fairly and equitably assign members with tasks and responsibilities that may not be specified in the ASG Bylaws.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous president.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of their appointed committee.
- Responsible to attend college or district wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.

Vice President

Reports to the Board of Governance and the ASG President

- Must attend weekly Board of Governance meetings under enforcement of the absence rule.
- Has voting power in all matters voted or polled on in the BOG meetings.
- Shall chair all BOPS meetings and only vote in order to break a tie in BOPS meetings.
- Shall serve as an ex-officio member of all committees of ASG.
- Highly recommended to serve on the following college/district-wide committees: *Operational Support and Resources, Accreditation*
- May temporarily appoint a current member of the ASG to a vacant position with the approval of BOG.
- May create committee/council positions as needed, for an allotted time. This position will be a non-voting member of the committee/council.
- Will be responsible for attending all campus/district-wide committee meetings that no other ASG representative is able to attend.
- May recommend the removal of any individual that has failed to uphold his or her responsibilities and duties of their position to the Judiciary Committee's disciplinary process.
- Shall maintain contact with and communicate regularly with the President.
- Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees in instances in which the President is unavailable.
- Reserves the right to fairly and equitably assign members with tasks and responsibilities that may not be specified in the ASG Bylaws.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must receive training in chairing and leading committee, council, and task force meetings by the ASG Advisor and previous Vice President.
- Must meet individually with the President once a month in order to clarify and discuss the duties and business of their position.
- Must meet individually with Director of Student Development once a month and each semester in order to clarify and discuss the duties and business of their position.
- Responsible to attend college or district wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college or district wide committee if requested by the President.
- May sign requisitions before forwarding them to the Student Development Office if the President is unavailable.
- Must maintain regular contact with all directors in the Board of Directors to ensure there is proper and efficient communication.
- Will be encouraged to attend Events Committee and ICC meetings and work closely with the Director of Human Resources.
- Shall be responsible for verifying the number of hours each member has volunteered at the event.
- Responsible for overseeing the ASG internal operations, if requested by the President.

Director of Human Resources and Administration

Reports to Board of Programs and Services and the ASG Vice President

- Must attend all ASG Board of Programs and Services meetings under enforcement of the absence rule.
- Shall be an ex-Officio member of the Board of Governance if required by the President and Vice President.
- Shall be the Parliamentarian and voting member in the BOPS meetings.
- Shall serve as the co-Chair for the Judiciary Committee.
- Shall create any taskforce that he or she considers necessary or beneficial to best carry out the timely objectives of ASG.
- Must meet individually with the President once before the start of each semester in order to clarify and discuss the duties and business of their position.
- Must meet individually with Director of Student Development once a month in order to clarify and discuss the duties and business of their duties.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Shall be responsible for creating a master calendar with every individual that attends campus/district-wide committees.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall formulate and maintain the ASG roster and contact list, and distribute these to all members of the ASG.
- Will be responsible for maintaining and collecting ASG member and volunteer member service hours.
- Will serve on the following college/district-wide committee(s): Classified Senate.
- Will be responsible for organizing the ASG application process. He or she will ensure that the membership code is followed in terms of application and interview processes.
- Shall be responsible for creating an absent list in order to keep track of members' absences.
- Responsible for awarding volunteers at the end of the academic year.
- Shall be responsible for keeping a physical record of all written officer reports, if they are required for each committee and the attendance records.

Director of Budget and Finance Committee

Reports to the Board of Governance and the ASG President

- Must attend weekly ASG Board of Governance meetings as well as Budget Committee meetings under enforcement of the absence rule.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous director of budget.
- Shall serve as the Chair of the Budget Committee, with the right to vote in order to break a tie.
- Has the power to vote in the formulation of the annual budget
- Shall create any taskforce that he or she considers necessary or beneficial to best carry out the timely objectives of ASG.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must have the guidance from the Student Development Office.
- Shall verify the legitimacy of expenditures and sign requisitions before forwarding them to the Student Development Office.
- Shall maintain accurate records of the ASG budget including all revenues, expenditures, and transfers.
- Shall attend any ASG meeting in an advisory role on fiscal matters as needed.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Must serve on the following college/district-wide committees: Capital Improvement Committee, Commencement, Equipment, Planning and Budget Steering.

Director of Events Committee

Reports to Board of Programs and Services and the ASG President

- Must attend weekly ASG Board of Programs and Services meetings as well as Events Committee meetings under enforcement of the absence rule.
- Must receive training in chairing and leading their committee, council, and taskforce meetings by the ASG Advisor and previous director of events .
- Shall serve as the Chair of the Events Committee, with the right to vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must meet individually with the President Director of Student Development once before the start of each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Responsible for creating and organizing ASG events for the student body.
- May create temporary committee positions as needed, for an allotted time. This appointment position will be a non-voting member of the committee.
- May be responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the ASG Bylaws.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall compile and maintain a comprehensive calendar of events for the school year with assistance from the Student Development office.
- Shall be the campus-wide senior representative for all matters pertaining to ASG events.
- Shall serve as an ex-officio member of all Events Committees and task forces.

Director of Inter-Club Council

Reports to Board of Programs and Services and the ASG President

- Must attend all ASG Board of Programs and Services meetings and Inter Club Council meetings under enforcement of the absence rule.
- Must receive training in chairing and leading their committee, council, and taskforce meetings by the ASG Advisor and previous director of ICC.
- Shall serve as the chair of the ICC, with the right to vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the bylaws.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- The Director of Inter Club Council must not be affiliated with student clubs.
- Must hold regular campus events publicizing club activities on campus.
- Shall serve as a non voting member of all ICC committees and task forces.
- Shall serve as an ex-officio member of all ICC committees and task forces.
- Shall send emails, with ample notice, to members and club representatives.
- Shall serve on the following college/district-wide committees: Outreach.

Director of Publicity Committee

Reports to Board of Programs and Services and the ASG President

- Must attend all ASG Board of Programs and Services meetings and Publicity Committee meetings.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous Director of Publicity.
- Shall serve as the Chair of the Publicity Committee, with the right to vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must meet individually with the president once before the start of each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible for attending college wide committee meetings that pertain to their position that may not otherwise be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Will be responsible for publicizing ASG as a whole, and regularly update the ASG webpage and all other forms of media.
- Will be responsible for managing and undertaking publicity requests put forth by ASG members.

Director of Veterans Student Council

Reports to Board of Governance and the ASG President

- Must attend all ASG Board of Governance meetings and Veteran Student Council meetings.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous director of Veteran student council.
- Shall serve as the Chair of the Veterans Student Council, with the right to vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create council or committee positions as needed, for an allotted time. This position will be a non-voting member of the council or committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Responsible for keeping regular contact with the Director of Veterans Services. If the director is not available then, he/she must reach out to another member of the division.
- Responsible for representing veteran students and voicing their opinions and concerns through ASG.
- Shall create panels within the Veterans Center, where veteran students can directly voice their opinions, concerns and ideas.
- Shall attend club meetings that directly correspond to veteran students.

Director of International and Diversity Student Council

Reports to Board of Governance and the ASG President

- Must attend all ASG Board of Governance meetings and IDSC meetings.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous director of IDSC.
- Shall serve as the chair of International and Diversity Students Council, with the right to cast a vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall be Responsible for interfacing, strategizing student access and utilization of services of Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
- Shall serve on the following college/district-wide committees: Cross-cultural Studies Advisory, and Women and Gender Studies Advisory
- Responsible for keeping regular contact with the Director of International Students office. If the director is not available then, he/she must reach out to another member of the division.
- Responsible for representing international and diverse students and voicing their opinions, concerns, and ideas.
- Shall create panels within international students center where international and diverse students can directly voice their opinions and concerns.
- Shall attend club meetings that directly correspond to international and diverse students.

Director of Campus Sustainability Council

Reports to Board of Governance and the ASG President

- Must attend all ASG Board of Governance meetings and CSC meetings.
- Must receive training in chairing and leading a committee, council, and taskforce meetings by the ASG Advisor and previous director of CSC.
- Shall serve as the chair of Campus Sustainability Council, with the right to cast a vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Responsible for encouraging and helping initiate sustainable practices around campus.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
- Must be ready to serve on a college wide committee if requested by the president.
- May survey the student body in order to gather data on the needs and concerns of the students.
- Shall create panels within the students center where students can directly voice their opinions and concerns about creating a sustainable campus.
- Shall attend club meetings that directly correspond to providing a sustainable campus.

Director of Honors Student Council

Reports to Board of Governance and the ASG President

- Must attend all ASG Board of Governance meetings and HSC meetings.
- Must receive training in chairing and leading a committee, council, and task force meeting by the ASG Advisor and previous director of HSC
- Shall serve as the Chair of the Honors Student Council, with the right to vote in order to break a tie.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
- Must be ready to serve on a college wide committee if requested by the President.
- May survey the student body in order to gather data on the needs and concerns of the students.
- The Director of Honors must be an honors student.
- Responsible for keeping regular contact with the head of the Honors Program division. If the head of the division is not available, then he/she must reach out to another member of the division.
- Responsible for representing honors students and voicing their opinions, concerns, and ideas through ASG.
- Shall create panels within Honors Student Council where students can directly voice their opinions, concerns, and ideas.
- Shall serve on the following college/district-wide committees: Transfer, Honors Board, and VTEA Advisory.
- Shall attend club meetings that directly correspond to the Honors Program.

Director of Academic and Division Affairs and Services

Reports to the ASG President and the Board of Governance

- Must attend weekly Board of Governance meetings under enforcement of the absence rule.
- Has voting power in all matters voted or polled on in BOG meetings.
- Shall serve as the co-Chair for the Judiciary Committee.
- Responsible for academic divisions, working with academic counseling, serving on grade grievance panels and working on course access issues.
- Must meet individually with the President once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Shall attend meetings of the Academic Senate as a representative of ASG and report information to BOG.
- Responsible for representing students in academic divisions and voicing their opinions and concerns to ASG and the Academic Senate
- Shall create panels within academic divisions where students can directly voice their opinions, concerns, and ideas.
- Must serve on the following college/district-wide committees: Academic Senate, Academic Appeals, Academic Calendar Committee, Academic Standards and Ethics, and Curriculum.
- Responsible for keeping regular contact with the dean or head of each of the following academic and campus-wide divisions that ASG interacts with including, but not limited to*:
 - Math, Science & Engineering
 - Advanced Technology & Applied Science
 - Liberal Arts
 - Business Sciences
 - Social & Behavioral Sciences
 - Economic and Workplace Development
 - Online and Learning Resources
 - Transfer, Career, and Special Programs
 - Health Sciences & Human Services
 - Fine Arts
 - Kinesiology and Athletic
 - Counseling Services

** If the dean is not available, he/she must reach out to another member of the division.*

- Responsible for communicating with division offices regarding ASG activities and events.
- Responsible for gathering information about events occurring on campus that ASG can attend, participate in, and help advertise.
- Shall assist in representing ASG at campus events by organizing tabling, passing flyers, posters, etc.
- Shall attend club meetings that directly correspond to academic divisions.

- Responsible for working with ASG members on college wide committees and communicating with them the items being worked on in those committees. Reporting all of this to the President.

Director of External Affairs

Reports to the ASG President and the Board of Governance

- Must attend weekly Board of Governance meetings under enforcement of the absence rule.
- Has voting power in all matters voted or polled on in BOG meetings.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Shall communicate and work with the President to represent the student body to the local, state and national level by attending the district meetings and the Student Senate for California Community Colleges.
- Shall serve on all community outreach organizations through SC.
- Shall work with the President to advocate on the students behalf in regards to local, state, and national levels that will affect the students of Saddleback College.
- Works with the President in representing the interests of ASG in all levels of government and maintains a positive relationship with the local, state, and national levels.
- Shall attend all Student Senate for California Community College (SSCCC) meetings/conferences as a representative for SC.
- Must be ready to serve on a college or district wide committee if requested by the President.
- Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.

Secretary

Reports to the ASG President

- Shall attend all BOG meetings.
- Shall create a campus-wide committee schedule that includes every director's campus-wide committee.
- Must receive training by the Director of Student Development or Director of Judiciary on parliamentary procedures.
- Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committees and Councils are posted to the ASG website regularly and accordingly.
- Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committees and Councils are stored in a binder accessible to the public.
- Must meet individually with the President and Director of Student Development once a month and also once before the first meeting of their committee/council/task force each semester in order to clarify and discuss the duties and business of the committee/council/task force.
- Must be ready to serve on a college wide committee if requested by the President.

Administrative Coordinator

Reports to Judiciary Committee

- Must attend all Judiciary Committee meetings under enforcement of the three-absence rule.
- Must attend all committee/council meetings for his/her committee/council.
- Have voting power in all matters voted or polled on in their meetings.
- Responsible for keeping track of absences in their committee meetings and reporting absences to the Director of Judiciary on a weekly basis.
- Responsible for the taking of minutes and are held responsible for posting those minutes within 72 hours of the committee/council meeting.
- Responsible for making sure the Agendas and Approved Minutes for their committee/council are stored in a binder accessible to the public and saved online in the ASG shared drive.
- Shall be the parliamentarian during meetings, and must receive proper training from the either the Student Development Director, ASG President or Director of Judiciary before the first meeting of the committee.
- First replacement as Committee Chair during meetings in the event of a director's absence.
- Will be an active contributor to the revision, addition and repealment of the ASG Bylaws.
- Review the Bylaws and Constitution under the direction of Director of Judiciary at least once per semester.
- Reviews all requested bylaw revisions with the Director of Judiciary during Committee meetings.
- The above is the minimum requirements affiliated to your position, individual administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.
- Shall notify the chair if members of their committees have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.

In addition to the above, below are your added responsibilities specific to your title:

Administrative Coordinator For Judiciary Committee:

- Must attend weekly Judiciary Committee (JC) meetings under enforcement of the three-absence rule.
- Will serve as the organizer of the ASG roster, volunteer hours, birthdays, and contact information of all ASG members.
- Will be responsible for working with the Director of Human Resources and Volunteering to organize the ASG banquet annual event.
- While revising bylaws, it is your job to be familiar with the JC sections of the bylaws.
- Will be expert opinion on all matters pertaining to JC and ASG Bylaws to the Judiciary Committee.

Administrative Coordinator For Budget Committee:

- Must attend weekly Budget Committee (BC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the BC, keeping both committees informed on all matters discussed within each committee.
- While revising bylaws, it is your job to be familiar with the BC section of the bylaws.
- Will be expert opinion on all matters pertaining to BC and BC Bylaws to the Judiciary Committee.

Administrative Coordinator For Events Committee:

- Must attend weekly Events Committee (EC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee (JC) to the EC, keeping both committees informed on all matters discussed within each committee.
- While revising bylaws, it is the Administrative Coordinator job to be familiar with the sections of the Bylaws applicable to the EC
- Will be expected to have an expert opinion on all matters pertaining to EC so that they can properly report to the Judiciary Committee.

Administrative Coordinator For Honors Student Council:

- Must attend weekly Honors Student Council (HSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the HSC, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the HSC sections of the bylaws.
- Will be expert opinion on all matters pertaining to HSC and HSC Bylaws to the Judiciary Committee.
- Is responsible for forwarding the minutes to Student Development, the President, the Vice President, the Director of Honors Student Council, and the Honors Program Advisor.
- Is responsible for forwarding the minutes to members of Honors Student Council, so they can be approved at the next meeting.
- Must be a student in the Honors Program

Administrative Coordinator For Inter Club Council:

- Must attend weekly Inter Club Council (ICC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the ICC, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the ICC sections of the bylaws.
- Will be expert opinion on all matters pertaining to ICC and ICC Bylaws to the Judiciary Committee.

Administrative Coordinator For International and Diversity Student Council:

- Must attend weekly International and Diversity Student Council (IDSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the IDSC, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the IDSC sections of the bylaws.
- Will be expert opinion on all matters pertaining to IDSC and IDSC Bylaws to the Judiciary Committee.

Administrative Coordinator For Publicity Committee:

- Must attend weekly Publicity Committee (PC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the PC, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the PC sections of the bylaws.
- Will be expert opinion on all matters pertaining to PC and PC Bylaws to the Judiciary Committee.

Administrative Coordinator for Campus Sustainability Committee:

- Must also attend weekly CSC meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the CSC, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the CSC sections of the bylaws.
- Will be expert opinion on all matters pertaining to CSC and CSC Bylaws to the Judiciary Committee.

Administrative Coordinator For Veterans Student Council:

- Must attend weekly Veterans Affairs (VA) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Judiciary Committee to the VA, keeping both parties informed on all matters discussed within each other's meetings.
- While revising bylaws, it is your job to be familiar with the VA sections of the bylaws.
- Will be expert opinion on all matters pertaining to VA and VA Bylaws to the Judiciary Committee.

Officer of Events

Reports to Events Committee

- Must attend weekly Events Committee meetings under enforcement of the three-absence rule.
- Will have voting power in all matters voted or polled on in their meetings.
- Will serve as a liaison between their respective committees and the Events Committee.
- Will be responsible for filling out event-planning forms for the events related to their respective council.
- Responsible for ensuring the Events Committee is aware of all events and activities being planned by other committees.
- The above are the minimum requirements affiliated with this position, individual administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.
- Is expected to coordinate with Event Facilitators and all other Events Committee members to help organize all campus events.

In addition to the above, below are your added responsibilities specific to your title:

Officer of Events for Honors Student Council:

- Must also attend weekly Honors Student Council (HSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Events Committee to the Honors Student Council, keeping both parties informed on all matters discussed within each other's meetings.
- Should be familiar with all matters relating to Honors Student Council in regards to planning events.
- Will be expert opinion on all matters pertaining to Honors Student Council for the Events Committee.
- Must be a student enrolled in the Honors Program

Officer of Events for International and Diversity Student Council:

- Must also attend weekly International and Diversity Student Council (IDSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Events Committee to the IDSC, keeping both parties informed on all matters discussed within each other's meetings.
- Should be familiar with all matters relating to the IDSC in regards to planning events.
- Will be an expert opinion on all matters pertaining to the IDSC for the Events Committee.

Officer of Events for Campus Sustainability Council:

- Must also attend weekly Campus Sustainability Council (CSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Events Committee to the CSC, keeping both parties informed on all matters discussed within each other's meetings.

- Should be familiar with all matters relating to the CSC in regards to planning events.
- Will be an expert opinion on all matters pertaining to the CSC for the Events Committee.

Officer of Events for Inter Club Council:

- Must also attend weekly Inter Club Council (ICC) meetings under enforcement of the three-absence rule.
- Will be the replacement as the committee chair during meetings in the event of a Director and Administrative Coordinator absence.
- Will serve as the ambassador of the Events Committee to the ICC, keeping both parties informed on all matters discussed within each other's meetings.
- Should be familiar with all matters relating to the ICC in regards to planning events.
- Will be expert opinion on all matters pertaining to the ICC for the Events Committee.

Officer of Events for Veterans Student Council:

- Must also attend biweekly Veterans Student Council (VSC) meetings under enforcement of the three-absence rule.
- Will serve as the ambassador of the Events Committee to the VSC, keeping both parties informed on all matters discussed within each other's meetings.
- Should be familiar with all matters relating to the VSC in regards to planning events.
- Will be an expert opinion on all matters pertaining to the VSC for the Events Committee.

Officer of Events for Publicity Committee

- Must be proficient with current digital design programs.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly Events Committee meetings under enforcement of the three-absence rule.
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Responsible for communicating weekly with the Social Media Content Creator to develop the following week's ASG poster themes.
- Will work as a liaison between the Events Committee and the Publicity Committee.
- The above is the minimum requirements affiliated to your position, individual administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.

The Officer of Events for Veterans Student Council:

- Must be proficient with current digital design programs.

- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly Events Committee meetings under enforcement of the three-absence rule.
- Shall schedule, coordinate, and oversee any events sponsored or held by the VSC.
- Shall act as a liaison to community veterans' organizations.
- Shall act as a liaison to the Veterans Club at Saddleback.

Executive Officer of Events for Civic and Community Engagement:

- Must attend weekly Events Committee meetings.
- Plans and coordinates nonpartisan events to promote student participation on campus and in the community.

Executive Officer of Events for Campus Life:

- Must attend weekly Events Committee meetings.
- Plans and coordinates entertainment and special event programming including but not limited to Fall Fair, concerts, and speakers.

Executive Officer of Events for Philanthropy:

- Must attend weekly Events Committee meetings.
- Coordinate volunteers for collaborative campus wide and community events such as those involving EOPS and Homeless Student initiatives.

Executive Officer of Events for Current Issues and Awareness:

- Must attend weekly Events Committee meetings.
- Plans and coordinates events such as Sexual Assault Awareness Month, Mental Health Awareness, etc.

Officer of Finance

Report to Budget Committee

- Must attend weekly Budget Committee meetings under enforcement of the three-absence rule.
- Have voting power in all matters voted or polled on in their meetings.
- Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.
- Responsible for maintaining information during meetings that are required for completing budget forms.
- Responsible for completing and submitting budget forms into the Student Development Office correctly and in a timely manner.
- Responsible for maintaining your committee's finances and must be able to update the committee chair with current account statuses upon request.
- Must have a copy of your committee's finance and budget records handy during each BC meeting for quick reference.
- Will work with the Director of Budget and Finance on strategies to increase Gaucho Stamp sales at least once per semester.
- If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes in his/her place.
- Shall review ASG allocations to ensure they comply with the ASG finance code.
- The above is the minimum requirements affiliated to your position, individual administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.

In addition to the above, below are your added responsibilities specific to your title:

The Officer of Finance for Honors Student Council:

- Will serve as the ambassador of the Budget Committee to the Honors Student Council (HSC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be familiar with all matters relating to the HSC.
- Will be expert opinion on all matters pertaining to the HSC for the Budget Committee.
- Must be a student enrolled in the Honors Program

The Officer of Finance for Veterans Student Council:

- Will serve as the ambassador of the Budget Committee to the Veteran Student Council (VSC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be familiar with all matters relating to the HSC.
- Will be expert opinion on all matters pertaining to the HSC for the Budget Committee.

The Officer of Finance for Events Committee:

- Will serve as the ambassador of the Budget Committee to the Events Committee (EC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be well informed and outspoken on all matters relating to the EC.
- Will be expert opinion on all matters pertaining to the EC for the Budget Committee.

The Officer of Finance for International and Diversity Student Council:

- Will serve as the ambassador of the Budget Committee to the International and Diversity Student Council (IDSC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be well informed and outspoken on all matters relating to the IDSC.
- Will be expert opinion on all matters pertaining to the IDSC for the Budget Committee.

The Officer of Finance for Campus Sustainability Council:

- Will serve as the ambassador of the Budget Committee to the Campus Sustainability Council (CSC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be well informed and outspoken on all matters relating to the CSC.
- Will be expert opinion on all matters pertaining to the CSC for the Budget Committee.

The Officer of Finance for Inter-Club Council:

- Will serve as the ambassador of the Budget Committee to the Inter-Club Council (ICC), keeping both parties informed on all matters discussed within each other's meetings.
- While establishing budgets and allocations, it is your job to be familiar with all matters relating to the ICC.
- Will be expert opinion on all matters pertaining to the ICC for the Budget Committee.
- Maintains the upkeep of the different clubs' levels on the ICC website
- Updates the ICC Commissary to reflect current standings.

The Officer of Finance (2 Members):

- Must attend weekly Budget Committee meetings under enforcement of the three-absence rule.
- Will have voting power in all matters voted or polled on in their meetings.
- Shall be responsible for maintaining the Budget of the divisions at Saddleback College. Since this position does not belong to a second committee, they will be responsible for maintaining the budget of the divisions.
- Will work alongside the Director in regards to the allocation processes to divisions such as: special topic grants
- Will be expert opinion on all matters pertaining to the Saddleback College Division Budgets for the Budget Committee.

Officer of Publicity
Reports to Publicity Committee

The Officer of Publicity for Honors Student Council:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the Honors Student Council.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly Honors Student Council meetings under enforcement of the three-absence rule.
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Will work as a liaison between the Honors Student Council and the Publicity Committee.
- Must be a student enrolled in the Honors Program

The Officer of Publicity for International and Diversity Student Council:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the International and Diversity Student Council.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly International and Diversity Student Council meetings under enforcement of the three-absence rule.
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Will work as a liaison between the IDSC and the Publicity Committee.

The Officer of Publicity for Inter-Club Council:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the Inter-Club Council.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly Inter-Club Council meetings under enforcement of the three-absence rule.
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Will work as a liaison between the ICC and the Publicity Committee.

The Officer of Publicity for Veterans Student Council:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the Inter-Club Council.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings.
- Shall develop and execute methods designed to raise awareness of the VSC, veterans' services, and all other veteran's activities and resources available to veteran students at Saddleback College.

The Officer of Publicity for Campus Sustainability Council:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the Campus Sustainability Council.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must attend weekly Campus Sustainability Council meetings under enforcement of the three-absence rule.
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Will work as a liaison between the CSC and the Publicity Committee.

The Officer of Publicity for Campus Life Squad Events:

- Must be proficient with current digital design programs.
- Responsible for creating poster/flyer designs for the Campus Life Squad Events.
- Must receive approval from the Social Media Content Creator before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Must maintain email contact with Student Development Office about their events
- Has voting power in all matters voted or polled on in their respective committee/council meetings.
- Will work as a liaison between the SDO and the Publicity Committee.

Specialized Officer Positions

The Officer of Art Design:

- Ideally the Officer of Art Design should be pursuing a degree in the arts or otherwise have relevant artistic skill and/or experience.
- Must receive approval from the Publicity Committee before any designs are finalized.
- Must attend weekly Publicity meetings under enforcement of the three-absence rule.
- You have voting power in all matters voted or polled on in your council meeting.
- Responsible for providing artwork and designs for every ASG event.
- Responsible for coordinating poster themes to all ASG members so that all ASG posters are focused on the most current campaign across campus.
- Must maintain communication with the Art department at Saddleback College as well as collaborate with all publications on campus.
- Communicate weekly with the Officer of Graphic Design to develop the following week's ASG poster themes.
- Works on designs and flyers with the Officer of Social Media for posting on social media sites and phone apps applications.
- Responsible for reaching out to art students on the Saddleback College campus to use their artwork when possible.
- Responsible for handling any computer design tasks for ASG and any of its related events and functions
- The above is the minimum requirements affiliated to your position, incumbent administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.

The Officer of Media Journalism:

- Must attend weekly Publicity meetings under enforcement of the three-absence rule.
- Will have voting power in all matters voted or polled on in your council meeting.
- Must receive approval from the Publicity Committee before any newsletter issues are finalized.
- Responsible for providing artwork and designs for every ASG event.
- Responsible for coordinating poster themes to all ASG members so that all ASG posters are focused on the most current campaign across campus.
- Must maintain communication with the Marketing department at Saddleback College as well as collaborate with all publications on campus.
- The officer of Media Journalist is in charge of newsletter on the website and video version of it which is going to be posted every week.
- The officer is also responsible for informing student body regarding events planned and executed by all the committees and councils on ASG.
- The officer is responsible for working with Publicity Committee to increase subscribers to the newsletter.

- The above is the minimum requirements affiliated to your position, incumbent administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.

Social Media Content Creator

- Create content for the ASG's social media accounts. This will primarily involve the creation of social media posts, but may also includes graphics and flyers.
- Will be responsible for coming up with ideas to publicize ASG events around campus.
- Must have experience with social media such as Instagram, Snapchat, Facebook and Twitter and basic editing programs such as Photoshop or Canva.
- Must receive approval from the Publicity Committee before any designs are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Responsible for communicating weekly with the Officer of Art Design to develop the following week's ASG flyer and poster themes

Digital Content Producer (3 members):

- Produce video and photography content for the ASG's social media accounts.
- Will be responsible for coming up with ideas to publicize ASG events around campus.
- Must have experience with photography and or videography and basic editing programs such as Photoshop/Lightroom, Final Cut Pro or Adobe Premiere.
- Must receive approval from the Publicity Committee before any photos or videos are finalized.
- Must attend weekly Publicity Committee meetings under enforcement of the three-absence rule.
- Responsible for communicating weekly with the Digital Content Creator to create social media posts and publicize campus events.
- Responsible for taking photos and or videos at ASG events and keeping a public archive so that all members may access photos if/when necessary.
- Responsible for storing and maintaining a catalog (digital or otherwise) of photos and videos.

Webmaster:

- Must be familiar with current computerized design programs.
- Must receive approval from the Publicity Committee before any designs are finalized.
- Must attend weekly PC meetings under enforcement of the three-absence rule.
- Responsible for handling any computer design tasks for ASG and any of its related events and functions.
- Responsible for communicating weekly with the Officer of Art Design to develop the following week's ASG poster themes.
- Works on designs and flyers with the Officer of Social Media for posting on social media sites.

- The above is the minimum requirements affiliated to your position, individual administrations may add to the above at their discretion, but enforcement of those additional responsibilities are unenforceable by the bylaws.

The Event Facilitators (Max of 30 members):

- Must attend weekly Events Committee meetings under enforcement of the three-absence rule.
- Will work with their counterpart to ensure all proper procedures for event planning are followed.
- Will be expected to act as a “lead” for all matters pertaining to facilitating events planned by the Events Committee, including, but not limited to: publicity, catering, volunteering, etc.
- Shall be responsible for submitting the Event Planning Form and the Spending form for every event at least two weeks (14 business days) prior to an event.
- Shall coordinate with the Director of Human Resources and Volunteering to create and manage event sign-up sheets for ASG volunteers.

The Officer of Outreach for Honors Student Council (2 members):

- Must also attend weekly Honors Student Council (HSC) meetings under enforcement of the three-absence rule.
- Will have voting power in all matters voted or polled on in HSC meetings.
- Will work with their counterpart to ensure all proper procedures for outreach planning are followed.
- Responsible for updating Honors Student Council with any progress that is being made with Outreach.
- Will be expected to act as a “lead” for all matters pertaining to Outreach events planned by Honors Student Council, including, but not limited to: visiting high schools, speaking at events geared towards high school seniors, college events, club rush's, etc.
- Shall coordinate with the Director of Honors Student Council and Director of Community Outreach and Recruitment to ensure we having a positive interaction with the students we talk to.
- Responsible with meeting with Director of Community Outreach and Recruitment for planning and scheduling the dates for Honors Student Council's Outreach team.
- Will be expert opinion on all matters pertaining to HSC presence on other high schools campuses.
- Must be a student in the Honors Program