

JOB TITLE: Associated Students of Centralia College President

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

GENERAL DESCRIPTION: The President is a member of the ASCC Student Governing Board. This position's primary responsibility is to manage the day-to-day administrative activities of the ASCC Student Governing Board, to serve as chair of the ASCC Student Governing Board, 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 Governing Board as per Article III of the ASCC By-laws.

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

Be the liaison to the Student Governing Board, 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.

Work cooperatively with all Student Governing Board members in the planning and implementation of activities and advocacy awareness.

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. Meet with the coordinator of that area once a quarter and report on events or issues to ASCC Student Governing Board.

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 Student Governing Board members perform the duties of their position.

Conduct regular check in meetings with all Student Governing Board members 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.

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

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

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

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

Maintain relations with other student governing boards 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.