



ASG Executive Board and Senator Officer Duties and Descriptions

Executive Board of ASG Duties and Responsibilities

President

Duties and responsibilities for position of ASG President include the following:

- A. Shall be the primary representative of the Associated Student Government;
- B. Oversee operations of the Associated Student Government subject to the authority of the membership;
- C. Inspects and approves all Associated Student Government meeting agendas and assures posting in compliance with College policies and State law and distribution among ASG membership;
- D. Shall be responsible to chair ASG meetings;
- E. Serve as a permanent member of the District Student Council (DSC; BP 2900), or appoints a designee, and guarantee that no less than two ASG officers attend each DSC meeting;
- F. Shall attend or send a delegate to the first Board of Trustees meeting each month to provide a report on the status of Coastline ASG;
- G. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee;
- H. Works collaboratively with the Advisor on ASG operations.

Vice President

Duties and responsibilities for position of ASG Vice President include the following:

- A. Serves as the Acting ASG President when the President is absent or the position becomes vacant;
- B. Assists the ASG President with the operations of ASG and may be asked to represent the ASG President at College and/or District committees and/or meetings;
- C. In coordination with the Advisor, conducts application and review process for representatives to serve on committees, task forces, or groups;

- D. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee;
- E. Serves as chair for Bylaws Committee which shall meet at least once a month; and
- F. Other duties as assigned by the ASG President or Advisor.

Secretary

Duties and responsibilities for position of ASG Secretary include the following:

- A. Prepares the ASG Agenda per direction and approval of ASG President. Posts and emails agenda to all current ASG Board members;
- B. Records and types the ASG meeting minutes of all regular, special/emergency, and Executive Board meetings. Prepares the meeting minutes no later than three (3) business days following each meeting, and distributes them to ASG and the ASG Advisor;
- C. In collaboration with the ASG President, assures that all ASG meeting agendas are distributed and posted at a designated College location in accordance to State law, District and College policy;
- D. Is responsible for official correspondence requested from the ASG President;
- E. Shall keep and store files of the agendas and minutes appropriately. Is responsible for maintaining all records of the ASG in the ASG office and online;
- F. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee; and
- G. Other duties as assigned by the ASG President or Advisor.

Treasurer

Duties and responsibilities for position of ASG Treasurer include the following:

- A. Oversees finances, process allocations, and money approved by the ASG;
- B. Is responsible for making recommendations on the expenditure of ASG funds;
- C. Gives monthly reports to the ASG on current status of the budget and expenditures. Meets with Coastline Business Services Office, as necessary, to provide an accurate monthly financial report;
- D. Reviews ASG fund requisitions;
- E. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee; and
- F. Other duties as assigned by the ASG President or Advisor.

Public Relations Commissioner

Duties and responsibilities for position of ASG Public Relations Commissioner include the following:

- A. Promotes ASG and recruits for membership;
- B. Serves as Chair of Public Relations Committee;
- C. Serves as the Elections Committee Chair; Prepares all election materials under the guidelines of the Elections Code. Elections Committee Chair responsibilities will be

reassigned to another student officer if the PR Commissioner plans to run for a position in the election cycle.

- D. Prepares all promotional and informational materials to be distributed College-and District-wide (i.e. items for bulletin board, brochures, electronic info to distance learners, emails to students, social media posts, etc.);
- E. Coordinates publicity and press releases in coordination with the Marketing Office;
- F. Serves as chair for any fundraising events;
- G. Meets as needed with Coastline Marketing Office to promote ASG events and elections;
- H. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee; and
- I. Other duties as assigned by the ASG President or Advisor.

ASG Senator Officer Duties and Descriptions

Area Senators (Campus Senators)

Duties and responsibilities for Area Senators include the following:

- A. Serves as a liaison between ASG and the Coastline learning campus staff, students, and community of their designated area;
- B. Communicates on a regular basis with the area facilitator and/or learning campus dean;
- C. Distributes information on ASG events, initiatives, advocacy, and recruitment to designated area; and
- D. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

Legislative Affairs Senator

Duties and responsibilities for the position of Legislative Affairs Senator include the following:

- A. Attends and reports back to ASG on Student Senate of California Community College (SSCCC) Region VIII meetings and functions;
- B. Serve as liaison between Coastline ASG and Region VIII on legislative advocacy and interests of Coastline's Student Body;
- C. Participate in SSSCC General Assembly (GA). In the event ASG does not have a Legislative Affairs Representative, the ASG President or designee, then followed by the Executive Board, will be given priority to attend SSSCC General Assembly;
- D. Reviews Resolution Package from SSSCC before GA and make recommendations for ASG to approve;
- E. May serve on a minimum of one (1) College governance committee. Submits a report for update from such committee; and
- F. In the case of this position being vacant, the President or designee, will be the interim Legislative Affairs Senator.

Campus Club Senator

Duties and responsibilities for the position of the Campus Club Senator include the following:

- A. Serves as a liaison between ASG and campus clubs;
- B. Assist in the coordination and implementation of the Join-a-Club event held during Fall and Spring semesters;
- C. Attend and provide training opportunities for campus clubs on club processes, ASG practices, and as topics as requested;
- D. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

Equity Senator

Duties and responsibilities for the position of Equity Senator include the following:

- A. Shall serve as the ASG Equity representative
- B. Serves as a liaison between ASG and Coastline Equity initiatives, including regular communication with the Director of Title IX and Equity, the Equity Work Group, and other initiatives as applicable;
- C. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from each committee.