

ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

Position: ASG President

Pay: \$18.50 per hour – 19 hours weekly

Basic Functions: With support from the ASG Advisor, the ASG President is responsible for overseeing and providing leadership to the ASG officer team. Following the ASG Constitution and By-Laws, the ASG President represents the student body working collaboratively with college faculty, staff, administration and the Board of Trustees to ensure the needs of the students are met.

Specific Duties and Responsibilities

- a. Serve as the primary officer and official spokesperson for the ASG
- b. Serve as the official ASG liaison and representative at the Board of Trustees meetings and special events
- c. Provides updates at monthly Board of Trustees Meetings
- d. Hold officers accountable for the duties
- e. Present on Campus Life and Activities at New Student Orientation
- f. Assist Executives with setting personal and team goals
- g. Serve on the ASG Interview Panel
- h. Call special meetings as needed

Requirements of every ASG Officer:

- Show up to work on time and work all your scheduled shifts
- Check your ASG email at the start of each workday
- Chair the General Assembly, Executive and President's meetings
- Attend biweekly 1-on-1's with the ASG Advisor
- Initiate and complete one major project per year
- Actively serve on councils and committees as assigned and report on them at Executive meetings
- Turn in unofficial transcripts and schedules during the first two weeks of each new quarter
- Recruit a replacement for your position at the end of your term
- Perform classroom visits with VP's as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in all ASG events
- Distribute marketing materials for CLA and ASG events across all campuses
- Attend summer training and CUSP Student Leadership Conference
- Review meeting minutes prior to upcoming meetings
- Help other ASG executives as needed
- Secure a secondary responsible person (with access to all your information) for all activities/events you have responsibility on, in the case you are unavailable
- Archive your work in the form of a legacy folder