ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

Position: ASG Records and Finance Officer

Pay: $18.50 per hour – 19 hours weekly

Basic Functions: The ASG Records and Finance Officer plays an important role in facilitating communication among officers by taking minutes of all ASG meetings and distributing minutes to all ASG officers and advisors. Additionally, they are responsible for having a working knowledge of all ASG assigned budget accounts and handling procedures. In collaboration with the ASG Advisor, this position is responsible and accountable for maintaining ASG budget expenditures. Additionally, they must be familiar with the Killian Guidelines for Permissible Use of Service and Activities Fees and Bates Financial Code.

Specific Duties and Responsibilities

a. Take minutes of General Assembly, Executive, and President's meetings
b. Maintain and archive records of meeting agendas, notes, and minutes
c. Assist with budget document filing
d. Develop budget summary when requested and provide a budget report during ASG executive meetings
e. Chair the S&A Fee Committee yearly budget review session
f. Oversee contingency requests and bring to S&A Fee Committee for approval
g. Coordinate with ASG Advisor or designee to develop a timeline for the ASG budgetary process

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 bi-weekly 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 week 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