

**Position: ASG Records and Finance Officer**

**Pay:** \$17 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. The Records Retention Specialist must be familiar with the Killian Guidelines for Permissible Use of Service and Activities Fees and Bates Financial Code.

**Specific Responsibilities:**

- a. Take minutes of General Assembly, Executive, and President’s meetings
- b. Maintain and archive records of meeting agendas, notes, and minutes
- c. Add meeting, timesheet, classroom visit and other reminders to the calendars of the ASG team
- d. Print and bring copies of meeting minutes to the ASG General Assembly, Executive, and President’s meetings
- e. Assist with budget document filing
- f. Develop budget summary when requested and provide a budget report during ASG executive meetings
- g. Chair the S&A Fee Committee monthly meeting and annual budget review session
- h. Oversee contingency requests and bring to S&A Fee Committee for approval
- i. Review receipts and requests to ensure that funds are being used in accordance with permissible use and for the purpose requested
- j. Coordinate with ASG Advisor or designee to develop a timeline for the ASG budgetary process
- k. With the help of the ASG Advisor, develop training binders for S&A Fee Committee to develop the annual budget
- l. Work with advisor and S&A Fee Committee to develop the annual budget
- m. Serve on Bates Technical College Budget and Planning Committee

**Requirements of every ASG officer:**

- Show up to work on time and work all of your scheduled shifts
- Check your ASG email at the start of each workday
- Attend the General Assembly, Executive, and Presidents’ meetings
- Attend monthly 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 transcript and schedules during the first week of each new quarter
- Actively recruit a potential successor for your position
- Perform classroom visits with VPs as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in all ASG events
- Attend summer training and CUSP Student Leadership Conference
- Help other ASG executives as needed
- Archive your work in the form of a legacy folder