Butte College
ASSOCIATED STUDENTS

## Associated Students Board Member Position Descriptions & Responsibilities

The Associated Students (A.S.) mission is to effectively represent student needs, keep students informed of student related issues, and promote cultural, social, and leadership opportunities for all students.

At Butte College an all student Executive Board represents your interests. The Associated Student Executive Board is a group of elected student officers that represent all students and whose purpose is to make Butte College the best environment for students to learn, grow and fulfill their goals!

The A.S. manages budgets and records for the Student Representation and Student Activity Fee as well as the General Reserve. Becoming active within the A.S. is your real life opportunity to make a meaningful difference with your time at Butte College.

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**President**
*Chief Executive Officer of the Butte College Associated Students Executive Board*
Official duties include:

- Chair Executive Board meetings
- Make committee appointments as necessary
- Approve and/or revise A.S. agendas
- Attend Budget and Planning Committee meetings*
- Attend Shared Governance meetings*
- Attend College Council meetings
- Attend weekly Leadership Team meetings with A.S. Advisor and A.S. Vice Presidents
- Attend monthly meetings with Butte College President, A.S. Advisor, A.S. Vice Presidents, and Student Trustee
- Attend A.S. Student Activities and Staff Meetings
- Nominate appointments for vacant positions to be confirmed by a 2/3 vote
- Review and stay updated on A.S. budget and spending
- Check-in with officers throughout semester to provide guidance and answer questions
- Maintain vision and motivation for Associated Students
- Stay updated on A.S. goals and initiatives – long and short term
- Participate in A.S. strategic planning
- Assist with hiring and evaluation of A.S. employees
- Assist with disciplinary issues involving officers
- Assist with planning end of semester/year gatherings and retreats
- Create and/or dissolve task forces and committees
- Attend significant campus events
- Complete 10 required office hours per week

**In the event that you cannot make it to these committee meetings, it is then the responsibility of the President to find another officer to represent the A.S. (with the exception of College Council.)*

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**Vice President of Internal Affairs**
Official duties include:

- In the case of his or her absence, act on behalf of A.S. President
- In the case of his or her resignation or removal, option to assume the position of President
- Attend weekly Leadership Team meetings with A.S. Advisor, A.S. President, and A.S. VP of External Affairs
- Attend monthly meetings with Butte College President, A.S. Advisor, A.S. President, A.S. VP of External Affairs, and Student Trustee
- Attend Shared Governance meetings
- May be requested to attend meetings in place of A.S. President
- Review and stay updated on A.S. budget and spending
- Hold weekly Internal Operations Meetings with internal operations officers
- Maintain vision and motivation for Associated Students
- Stay updated on A.S. goals and initiatives – long and short term
- Participate in A.S. strategic planning
- Assist with hiring and evaluation of A.S. employees
- Assist with disciplinary issues involving officers
- Assist with planning end of the semester/year gatherings and retreats
- Chair A.S. Board meetings in the case of President's absence
- Attend significant campus events
- Complete 6 required office hours per week

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**Vice President of External Affairs**
Official duties include:

- Oversee Ambassador Program
- Oversee the attendance of Committee Meetings by respective officers
- In the case of the absence of both President and VP of Internal Affairs, act on behalf of A.S. President
- In the case of the resignation or removal of the President, and in the case that the VP of Internal Affairs does not wish to fulfill that role, option to assume the position of President
- Attend weekly Leadership Team meetings with A.S. Advisor, A.S. President, and A.S. VP of Internal Affairs
- Attend monthly meetings with Butte College President, A.S. Advisor, A.S. President, A.S. VP of Internal Affairs, and Student Trustee
- Attend Shared Governance meetings
- Attend Budget and Planning Committee meetings
- Attend College Council
- May be requested to attend meetings in place of A.S. President
- Review and stay updated on A.S. budget and spending
- Hold weekly External Operations Meetings with external operations officers
- Represent the A.S. at the "Town and Gown" meetings in Chico
- Maintain vision and motivation for Associated Students
- Stay updated on A.S. goals and initiatives – long and short term

- Participate in A.S. strategic planning
- Assist with hiring and evaluation of A.S. employees
- Assist with disciplinary issues involving officers
- Assist with planning end of the semester/year gatherings and retreats
- Chair A.S. Board meetings in the case of President and VP of Internal Affairs' absences
- Attend significant campus events
- Complete 6 required office hours per week

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**Parliamentarian**
Official duties include:

- Maintain order in A.S. Board meetings
- Review and stay updated on Robert's Rules of Order and Brown Act stipulations
- Review and stay updated on A.S. Constitution and by-laws
- Advise the A.S. Board on correct motions, procedures, and policies as outlined in Robert's Rules, the Constitution, and the by-laws
- Recommend updates or changes to the A.S. Constitution and by-laws
- Complete 3 required office hours per week

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**ICC Director (*This position is elected by the ICC Representatives and not the general election*)**
*Chair of the Inter-Club Council*
Official duties include:

- Chair of ICC meetings
- Oversee ICC-related projects
- Supervise preparation of ICC agendas and sees it posted within 72 hours
- May call special meetings
- Provide A.S. with funding statement and current balance
- Meet weekly with ICC Advisor
- Responsible for finding replacements for any vacant ICC leadership positions
- Attend all A.S. Board meetings
- Hold two ICC officer meetings per month
- Form and/or dissolve ICC committees and task forces
- Keep track of good-standing of clubs in order to allow for funding
- Complete 6 required office hours per week

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**Student Trustee**
Official duties include:

- Serve as a liaison between the A.S. and the Board of Trustees
- Represent the A.S. at Board of Trustees meetings once a month
- Attend monthly meetings with Butte College President, A.S. Advisor, A.S. President, and A.S. Vice Presidents
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position

- Complete 3 required office hours per week

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**Academic Affairs Director**
Official duties include:

- Represent the A.S. at Academic Senate meetings* on a bi-weekly basis
- Optional representation on the following campus-wide committees: Curriculum, Distance Learning, Accreditation, Matriculation
- Liaison between Butte College faculty and the A.S.
- Keep the A.S. informed on curriculum- and academic-related issues that affect the student population
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Academic Affairs Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Business Affairs Director**
Official duties include:

- Update the Associated Students' annual budget
- Provide a monthly budget report at A.S. Board meetings
- Oversee A.S. purchases
- Chair of the Budget Committee
- Represent the A.S. at the Planning and Budget Committee meetings* on the second and fourth Tuesday of each month
- Optional representation on the following campus-wide committees: Foundation, Financial Aid Appeals, any other pop-up committees related to the allocation of funds
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Business Affairs Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Satellite Campus Director**
Official duties include:

- Attend monthly meetings with the Chico Center Office Coordinator and A.S. Advisor
- Establish and maintain open communication with Glenn Campus
- Coordinate events for the Chico Center
- Coordinate events between the Main Campus and Chico Center
- Give updates on Chico Center Student Lounge at A.S. Board meetings
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Satellite Campus Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

**Sustainability Director**
Official duties include:

- Inform the A.S. of Butte College environmental issues
- Represent the A.S. at the Land-Use Committee meetings*
- Represent the A.S. at the Sustainability Steering Committee meetings*
- Optional representation on the following campus-wide committees: Program Vitality Committee and Strategic Planning Committee
- Liaison between the A.S. and the Sustainability Resource Center
- Give reports to the A.S. on progress, development, and events at the SRC
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Sustainability Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Legislative Analyst**
Official duties include:

- Stay informed of local, state, and federal legislation affecting the student population
- Inform the A.S. of legislation affecting the student population
- Help coordinate political activities on campus
- Work with the Parliamentarian to create, revise, and/or update A.S. policies and procedures
- Track progress of campus policies and procedures that affect students
- Stay updated on Butte College's Educational Master Plan
- Retain Butte College's vote at all Student Senate for California Community College (SSCCC) meetings*, both regional and state-level
- Submit written report of SSCCC meetings
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Legislative Analyst cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Outreach Director**
Official duties include:

- Keep all A.S. bulletin boards and display cases current
- Represent the A.S. at Public Events Committee meetings*
- Optional representation on the following campus-wide committees: Study Abroad, Make a Difference Day, and Awards
- Create news or press releases for the A.S.
- Maintain contact with the local media and arrange for publicity when necessary
- Maintain contact with Butte College Roadrunner
- Meet weekly with A.S. Marketing and Design Specialist

- Help create posters, signs, or other visual publicity for the A.S.
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Outreach Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Cultural Affairs Director**
Official duties include:

- Serve as a liaison between the A.S. and ethnic and minority groups on campus
- Update the A.S. on diversity issues and affairs on campus and in the community
- Stay updated on local, state, and federal legislation affecting ethnic and/or minority groups on campus
- Liaison between the Culture and Community Center and the A.S.
- Represent the A.S. at the Diversity Committee Meetings*
- Optional representation on the following campus-wide committees: Make a Difference Day, Study Abroad, and Program Vitality
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Publicity Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Social Director**
Official duties include:

- Create an events calendar
- Plan and coordinate student activities with the A.S. Advisor
- Advise and assist Cultural Affairs Director with event planning
- Advise and assist clubs with event planning
- Recruit student volunteers for the A.S. Street Team
- Represent the A.S. at the Student Success Committee meetings* the last Friday of each month
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Social Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Health and Wellness Director**
Official duties include:

- Organize and implement programs and/or events relating to health and/or wellness on campus
- Represent the A.S. at the Safety Committee meetings* twice a semester

- Represent the A.S. at the Early Alert Advisory Committee*
- Work with the Social Director to integrate health and wellness activities into campus events
- Serve as liaison between the A.S. and the Center for Well Being
- Stay updated on issues on campus related to health and wellness
- Create and/or participate in projects, events, and/or A.S. Task Forces and Committees related to the work of your position
- Complete 3 required office hours per week

**In the event that the Health and Wellness Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S.*

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**Technology Director**

Official duties include:

- Reporting on any technology issues on campus.
- Oversees implementation and integration of technology within the A.S.
- Runs A.S. meeting equipment.
- Sits on the Student Technology Advisory Council (STAC)
- Serves as the chair of the A.S. survey task force.
- Creates and/or participates in projects, events, and/or A.S. task force and committees related to the work of your position.
- Complete 3 required office hours per week.

**In the event that the Technology Director cannot make a meeting, it is also his or her responsibility to find another officer to represent the A.S*