



Duties of ALL ASSC Officers

2024-2025

- Attend every ASSC meeting which is 2 hours long. This mandatory meeting is always held on every Tuesday from 4PM to 6PM
- Attend mandatory leadership training retreats every semester - they typically happen at the beginning of each semester depending on availability of the Student Life Staff
- Actively participate in preparing and be present for all ASSC events both in-person and online
- Assist with promoting events around the campus & virtually on social media
- Assist with decorations/setup/cleanup (in-person) -&- fill virtual roles for online events
- Serve on college governance committees as appointed by the council
- Perform assigned tasks in a timely manner and meet assigned deadlines consistently
- Meet with the Student Life Manager on a bi-weekly basis for check-in appointments
- Have a clear understanding of Title IX & SMCCCD COVID-19 Safety Procedures
- Have created a Talumbuhay and presented the Sparkpage to council at a meeting

ASSC President

Description of Position:

The President of ASSC is a position that provides leadership to the council and represents the student body at large. This position assists in establishing a meaningful and intentional campus community where different voices can be heard. The President shall also engage in activities along with other council members to advocate for equity and the student's voice. Not only does the President preside over ASSC meetings of the organization, but they also represent the council to the school and at official functions. Moreover, the President holds responsibility to provide encouragement and motivation to fellow officers/council members.

Duties:

- Direct, coordinate & have final say over the activities of the Student Governing Council (ASSC) and Executive Council
- Act as Chairperson of the Student Council or delegate set duties to the Executive Council members in the line of succession
- Have the power to veto. The veto must be submitted in writing within 48 hours after the end of the current meeting to the Center for Student Life and Leadership Development. This veto may be overridden by a two thirds (2/3) vote of the whole council membership at the next meeting

- Attend all regular meetings of the District Student Government and the San Mateo Community College District Board of Trustees or appoint a delegate to do so. President or delegate must submit reports to council on a monthly basis
- Serve on committees as appointed by the Student Council. Must meet all requirements to hold office, refer to: Article 1 and Article 4.
- Call special meetings of the Student Government; if deemed necessary
- Remain fair and impartial during the council decision making process
- Maintain contact and coordinate with the council advisors

Tasks to consider for on campus events:

- Serve as a spokesperson, give opening or closing speeches or MC at events if necessary
- Coordinate and overview event planning with the ASSC Commissioner of Activities
- Actively participate in preparing the materials with ASSC advisors for the events and be present at events
- Assist the ASSC Commission of Publicity with promoting events around the campus

Committees this position serves (MANDATORY):

- College Governance Council
- District Student Government meeting
- San Mateo Community College District Board of Trustees (quarterly - make report)
- Academic Senate

If this position becomes vacant, the only officer that may succeed will be: the ASSC Vice President

ASSC Vice President

Description of Position:

The Vice President is a position that exhibits an active and committed dedication to supporting the students and the campus community. Not only does the VP need to demonstrate a strong responsibility for the college and the student body but also need to provide an environment in which there are collaborations and accountability shared among the council and other school organizations/clubs. The officer will be expected to provide support and assistance to the President and also to execute the duties and powers of the President in his/her absence. The Vice President should possess an in-depth knowledge of the school's resources and demonstrate strong communication skills.

Duties:

- Serve as Chairperson on the Election Board
- Serve on committees as appointed by the Student Council
- Assume the duties of the President during the absence
- Be responsible for other duties that the AS advisors deem necessary
- Succeed to the office upon the resignation of the President
- Attend all executive board meetings
- Develop and maintain positive relationships with the council, advisors, faculty, and the student body

Tasks to consider for on campus events:

- Chair all SOCC Meetings, when scheduled
- Assist the Commissioner of Activities in the facilitation of the event planning
- Actively participate in the events hosted by ASSC and the Center for Student Life
- Always be ready to step forward to the audience when necessary during events
- Be committed to coordinate with other clubs to host collaborative campus events

Committees this position should serve on:

- College Governance Council
- District Student Government meeting
- San Mateo Community College District Board of Trustees (quarterly - make report with President)

If this position becomes vacant, the officer that may succeed will be: SOCC Liaison and if they cannot or if there is no SOCC Liaison, then the Parliamentarian.

Commissioner of Activities

Description of Position:

The Commissioner of Activities is the ASSC executive officer who (along with the ASSC advisors) oversees the planning and coordinating of all events and activities sponsored by ASSC. Events will help connect Skyline College students with ASSC and create a greater sense of community on campus.

Duties:

- Think of and plan ways to have successful events
- Prepare a calendar of activities and events with the Commissioner of Publicity
- Coordinate all activities sponsored by the ASSC
- Design and work with the Commissioner of Finance and ASSC Bookkeeper to propose budgets for events

Tasks to consider for on campus events:

- Setting a budget early or as soon as possible; communicating with Commissioner of Finance and ASSC Bookkeeper Marcy Escobar for this task
- Scheduling the date, time, and location (Ad ASTRA/Zoom) with ASSC Advisor Ryan Samn
- Connecting with people or organizations to collaborate with ASSC
- Coordinating the logistics and resources (e.g. If the event is on-campus, ensure that the event materials are prepared on time. If the event is online, like on Zoom, and will be broadcasted or like a webinar, make sure that there are people who can help with technology-related tasks.)
- Promoting events (working with Commissioner of Publicity) to make sure students know about the event; posting/resharing ASSC promotions

Committees this position should serve on:

- This Commissioner should chair all ASSC Sub-Committees (such as LatinX Heritage Month, Filipino History Month, etc.)

- Accreditation Oversight Committee

If this position becomes vacant, the officer that may succeed will be: The senator that has the most experience with planning and coordinating campus/school activities, or shows that they have a good work ethic and responsibility with establishing events.

Extra Notes:

- Good time management.
- Record keeping of different events and tasks.
- Consistent communication with the ASSC advisors and other officers

Commissioner of Finance

Description of Position:

The Commissioner of Finance is responsible for overseeing financial business of the council. The officer is in charge of maintaining the student council budget and managing fundraising events. This position will be in close contact with advisors, especially the ASSC Bookkeeper Marcy Escobar and the Student Life Manager to accurately record the budget and other financial information.

Duties:

- Prepare projected monthly financial statements (in collaboration with ASSC Bookkeeper) based on fund requisitions during council meetings
- Oversees ASSC budget
- Advises student council concerning funds and finances of ASSC
- In cooperation with the ASSC Bookkeeper present a proposed budget to the Student Council (as needed)

Committees this position serves (MANDATORY):

- District Committee on Budget and Finance
- Strategic Planning and Allocation of Resources Committee (SPARC)

If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands the AS budget and the other financial aspects of the ASSC.

Skillset:

- Good with numbers
- Drive to learn, since it will help to understand how school/district budgeting works which can be learned on own time

Commissioner of Publicity

Description of Position:

Works closely with ASSC Advisors & Commissioner of Activities, in addition, is paired with working next to the Commissioner of Communication. To publicize events and/or campaigns utilizing promotional design materials, ASSC's social media, and Skyline College's Marketing, Communications and Public Relations (MCPR) office's services.

Duties:

- Uphold ASSC brand; make sure ASSC logo is on all ASSC event promotional material.
- Using Canva to design flyers, posters, directional signage, social posts and social stories at least two weeks before the start of promotions.
- Finalize details (logistics, spell-checking, no pixelation, etc.) and branding of the event before the start of promotions by checking in with the Student Life Manager and the event committee.
- Share promotional material to the MCPR office for student gwamil, screen ads and requests for directional signage and photography if needed
- Give at least one week (two weeks preferably) of promotions for an event.
- Update social media accordingly to history/heritage months, event promotion or student resources to share alongside Commissioner of Communications
- Ensure designs are not offensive or problematic

Tasks to consider for on campus events:

- Photography or directional signage
- Live stories on Instagram/Facebook / uploading recordings on YouTube

Committees this position serves (MANDATORY):

- Design Team
- Student Equity (SESP)

If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands good marketing techniques, knows how to responsibly use social media and other forms of professional communication on behalf of the ASSC.

Commissioner of Communications

Description of Position:

Works closely with ASSC Advisors & Commissioner of Activities, in addition, is paired with working next to the Commissioner of Publicity. Main duty is to communicate between ASSC and on campus departments/divisions regarding ASSC business such as event times/dates, opportunities, openings on council, trainings & open retreats.

Duties:

- Submit final written reports and evaluations 2 weeks after the event

- Submit written articles for Skyline Shines -or- the Skyline View newspaper within a week of ASSC events online or on campus
- Must housekeep ASSC Padlets, Spark Pages & event programs
- Must housekeep communication on all social media platforms - must maintain but not limited to: captions, blurbs, stories, responses to DMs, social media engagement & public appearance of ASSC on social media.

Tasks to consider for online or on campus events:

- Communication between ASSC and guest speakers/lecturers, vendors, etc
- Must create “day-of” stories on social media as “last minute” promotions for each event
- Engagement on social media during the event which may include but is not limited to: Chat Moderator on Zoom, using Slido for questions, preparation of Padlets for the use of events, etc.

Committees this position serves (MANDATORY):

- Design Team
- Student Equity (SESP)

If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands good marketing techniques, knows how to responsibly use social media and other forms of professional communication on behalf of the ASSC.

Commissioner of Public Records

Description of Position:

The Commissioner of Public Records is an executive officer who is responsible for keeping accurate minutes and other documentation of student council meetings. It is his/her responsibility to ensure other students and faculty have access to the documents so the student body and the council have transparency. Often, the Commissioner of Public Record is responsible for the dissemination of information on behalf of the council. Other public affairs responsibilities typically fall upon this position. This position is one of the most important for keeping the business of the council running well. Therefore, the officer should have effective communication skills and strong organization skills and will be working closely with fellow officers as well as ASSC advisors.

Duties:

- Record the Minutes of all ASSC and Executive Council meetings and maintain confidentiality of Minutes until approved by the council
- Keep accurate and concise records and documentations regarding all ASSC meetings and events
- Be in close communication with ASSC advisors
- Take attendance of the council members at every meeting
- During the ASSC meeting, assist and work cooperatively with the President to proceed the meeting smoothly - execute voting procedures and be in charge of roll call
- Be responsible for the official correspondence of the Student Council and any other additional tasks that ASSC advisors deem necessary

Tasks to consider for on campus events:

- Keep track of the assigned tasks and the responsibilities of others for events
- Maintain attendance of ASSC council during events

Committees this position could serve on:

- Institutional Effectiveness Committee
- Curriculum Committee

If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands how to take Minutes and can commit to keeping the records for the ASSC.

Parliamentarian

Description of Position:

The Parliamentarian helps the Vice President to facilitate and mediate all SOCC meetings and sets the record straight when it comes to the professional wording used during a meeting. This Executive Officer also puts the meeting in order when need be and determines who has the turn to speak when conducting a discussion. This position essentially acts as a referee for the meetings using the Brown Act & Robert's Rules

Duties:

- Learn the Language used in meetings with the help of Robert's Rules of Order
- Familiarize oneself with fellow officers to collaborate & make corrections during meetings
- Know the accordance for the Brown Act and be able to reiterate its policies to council
- This role teaches both executives & senators the Rules of Order; speaking procedures during a meeting; how to make motions and seconding
- Oversees meetings agenda, keeps track of topics/time
- Maintain communication with ASSC advisors to follow procedures efficiently
- Be present to all ASSC meetings and executive meetings

Tasks to consider for on campus events:

- Be present for events and help fellow officers with anything required for the event to be successful
- Coordinate and overview event planning with the Commissioner of Activities
- Actively participate in preparing the materials for the events
- Assist with promoting events around the campus
- Help out with decorations, setup, and cleanup

Committees this position should serve on:

- Educational Policy Committee

If this position becomes vacant, the officer that may succeed will be: A qualified Senator of whom is voted in by the ASSC.

SOCC Liaison

Description of Position:

This executive officer works closely with the Vice President, in particular, to coordinate SOCC activities and meetings. The position will be appointed at the beginning of the Academic Term by the new elected ASSC officers; candidates must uphold the requirements of Article 1 and 4 of the ASSC Bylaws.

Duties:

- Assist and collaborate with the Vice President to direct and coordinate SOCC activities
- Assume the duties of the Vice President during the absence and succeed to the office upon the resignation of the Vice President
- Must have a working knowledge of clubs and organizations on campus
- Custodian of official public records of the SOCC with the exception of the budget
- Be responsible for official correspondence of the SOCC
- Attend executive council meetings

Tasks to consider for on campus events:

- Revision of current bylaws for SOCC each semester with the Vice President
- Actively participate in preparing the materials for the club events
- Assist with promoting club events around the campus

Committees this position is to serve:

- SOCC Committee is MANDATORY for SOCC Liaison

If this position becomes vacant, the officer that may succeed will be: elected within the current pool of senators who come forth or are recommended. This officer MUST commit so ALL SOCC Meetings for the rest of the term.

ASSC Senator

Description of Position:

As a member of the ASSC, the Senator is a position that holds the responsibility to be the voice of the student body and to set a good example for students, both on and off campus. Senators are responsible for acting in the best interest of students, assisting fellow senators and executive officers to make the best decisions for the community, and advocating for the student voice. During the weekly meetings, Senators are expected to be actively engaged and participate with full attention in the discussions and votings. Moreover, Senators should work cooperatively with clubs on campus and committees and with fellow Senators and executive officers whenever possible.

Duties:

- Serve as general student ambassadors but also may serve as specific Senator Ambassadors for the following: International Students Program, Learning Communities, Middle College, Veterans' Resource Center.
- Work closely with Commissioner of Activities to organize/actively participate at events
- Work closely with Commissioners of Publicity & Communication to promote events and gather feedback from the student body
- Attend club meetings, school committees, or district committees and prepare a meeting report for ASSC weekly mandatory meeting
- Provide a culture of collaboration and accountability amongst fellow Senators

Tasks to consider for on campus events:

- Participate in planning to facilitation for organized events
- Help to repost or plan for big social media initiatives such as mass advertisements through ASSC social media account

Committees this position may serve on:

- Institutional Effectiveness Committee
- Accreditation Oversight Committee
- Health, Safety and Emergency Preparedness Committee
- Stewardship Equity, Equal Employment, and Diversity Committee
- Strategic Planning and Allocation of Resources
- Technology Advisory Committee
- Art on Campus Committee
- Campus Auxiliary Service Advisory Committee

If this position becomes vacant, the officer that may succeed will be: any Associate Senator may request to be appointed to become a Senator if he/she has a current GPA posted to Banner. In addition, Skyline College students of whom are interested may go for an appointment if they do so qualify by the Bylaws.

Associate Senator (by appointment)**Description of Position:**

While the role of Associate Senators are similar in responsibility to Senators (for acting in the best interest of students, assisting senators/executive officers to make the best decisions for the community), Associate Senator are not given a student voice to VOTE at ASSC Meetings because they are not held to the same obligations as the rest of council. Associate Senators are not required to attend all weekly meetings, nor are they expected to participate at every event held by the ASSC.

Duties:

- Work closely as student interns to the Commissioner of Activities to help assist in organizing or actively participating at events

- Work closely as student interns to the Commissioners of Publicity & Communication to learn how to promote events and gather feedback from the student body
- Promote & follow a culture of collaboration and accountability alongside Senators

Tasks to consider for on campus events:

- Participate in planning to facilitation for organized events
- Help to repost or plan for big social media initiatives such as mass advertisements through ASSC social media account

Committees this position may serve on:

- The ASSC President may appoint Associate Senators to serve on committees only if the availability of the Executive Council, Senators & Student Life Interns are not in alignment with the committee that needs a representative.

*Skyline College students of whom are interested may go for an appointment after the elections are complete - they may also have to qualify for the position according to the official ASSC Constitution & Bylaws.