



Position Description for Executives

President

- Serve as executive head of the Associated Student Government (ASG).
- Serve as official host for the Associated Student Government.
- Serve as the official representative for the ASG Compton College at all Compton Community College District Board of trustee meetings.
- Shall report to the ASG Council on each meeting with the Board of trustees.
- Shall be the president of the ASG Compton Center Governance Standing Committee.
- Serve as an ex-officio member of all Compton Community College District institutional committees.
- Serve as the ASG representative on one of the Compton Community College District institutional committees.
- Shall appoint students to represent the ASG in the Compton Community College District institutional committees and in the ASG standing committees.
- Shall attend and preside over all meetings of this organization.
- Shall hold a non-voting position except in the case of a tie.
- Shall meet with the ASG Advisor and ASG Council members on a weekly basis to prepare, review, and post the agenda.
- Shall call or change the ASG meetings as established in Article VI, ASG Meetings of this Constitution
- Monitor proposed ASG expenditures for compliance with the adopted ASG budget
- Shall exercise veto power when he/she feels that ASG legislation is other than in the best interest of the Association. An executive veto may be overridden by two-thirds (2/3) opposing votes in the ASG Council. When a veto is being considered, it must be announced to the Council and must be exercised with one (1) week of any ASG Council action.
- Shall fill all vacancies by appointment. Such appointment shall be ratified by a majority of a quorum of two-thirds (2/3) voting members of the ASG Council
- Shall initiate and carry through on action to produce a calendar of activities and a budget for the succeeding year.
- Shall plan and organize all ASG leadership workshops in conjunction with the Commissioner of Clubs and Organizations and the ASG Advisor.
- Shall volunteer at least five (5) hours per week in the ASG office.



- Shall participate in all ASG activities and help to organize, promote, set up, and clean up such activities. Failure of the President to assist in these activities may subject the President to removal from office.
- Shall fulfill all other duties as prescribed by the ASG or mandated by this Constitution, its Bylaws or by the policies of ASG Compton Center.

Vice President

- Shall preside over all Student Council meetings in the absence of the President and succeed to that position upon the resignation or removal of the President.
- Shall be the President of the Inter-Club Council
- Shall meet with club representatives to develop a master calendar of events. The goal is to avoid conflicts with other campus functions occurring at the same time on campus.
- Shall attend Board of Trustees meetings and other committee meetings in the absence of the President.
- Shall attend all ASG Council and Executive Officers meetings.
- Shall occupy a voting position at the ASG meetings.
- Shall monitor the compliance of all campus student organizations with the Bylaws, Constitution, and Board Policies and Procedures, reporting any irregularities to the ASG President and the ASG Council.
- Serve as the Commissioner of Elections.
- Fulfill all other duties as prescribed by the ASG and those duties delegated by the President.
- Shall participate in all ASG activities and assist in organizing, promoting, setting up and cleaning up ASG activities. Failure to assist in these activities may subject the Vice President to removal from office.
- Serve as the ASG representative on one of the Compton Community College District institutional committees.
- Volunteer at least five (5) hours per week in the ASG office.

Treasurer

- Serve as the chair of the ASG Financial Standing Committee.
- Provide weekly reports to the ASG Council concerning the financial status of the ASG.
- Shall be responsibility for the processing of all ASG Requisitions and submit expenditure reports to the Business Office in a timely manner.
- Shall attend all ASG official and Executive Officers Meetings.



- Shall occupy a voting position at the ASG meetings.
- Shall be responsible for the record of ASG financial transactions and maintenance of finance records.
- Shall provide and post at various school locations the monthly reports to the ASG Compton College concerning the financial status of the organization.
- Shall ensure that all ASG expenditures follow the procedures established in the Finance Code and in compliance with the adopted ASG budget.
- Serve as the ASG representative to the Compton Community College District Budget and Planning Committee.
- Volunteer at least five (5) hours per week in the ASG office.
- Shall participate in all ASG activities and help to organize, promote, set up and clean up such activities. Failure to assist in these activities may subject the Treasurer to removal from office.
- Any candidate for the Treasurer position should be an accounting, business, or mathematics major.

Secretary

- Shall occupy a voting position at the ASG meetings.
- Maintain the records of all the minutes of the ASG meetings.
- Handle all correspondence and reports for the ASG.
- Shall assist the Treasurer in providing reports to the ASG Compton College members concerning the financial status of the ASG.
- Shall attend all ASG Council and Executive Officers meetings.
- Shall serve as an ASG representative on one of the Compton Community College District institutional committees.
- Shall maintain an up-to-date mailing list and ASG Council directory.
- Volunteer at least five (5) hours per week in the ASG office.
- Shall participate in ASG activities and help to organize, promote, set up and clean up such activities. Failure to assist in these activities may subject the Secretary to removal from office.
- Any candidate for the Secretary position should be able to type a minimum of 30 words per minute.



Position Description for Commissioners

All Commissioners

- Shall occupy a voting position at the ASG meetings.
- Shall attend all ASG Council and Executive Officers meetings.
- Shall represent the views of their consistencies.
- May initiate legislation.
- Shall assist ASG members interested in submitting legislation.
- Shall maintain awareness of the current budget and review proposed expenditures for compliance with the budget.
- Shall maintain an awareness of the actions and decisions of the President, Vice President, Secretary, and Treasurer.
- Shall serve as an ASG representative on one of the Compton Community College District institutional committees standing committees (except for the Commissioner of Classes and Curriculum).
- Volunteer at least five (5) hours per week in the ASG office.
- Shall participate in ASG activities and help to organize, promote, set up and clean up such activities. Failure to assist in these activities may subject the Commissioner to removal from office.
- Shall be the chair of their Commission and appoint all of its delegate members. These delegates must be ratified by the ASG as stated in Article V, Section 6 of the Constitution.

Commissioner of Activities

- The Commissioner of Activities shall preside over all activities and committees approved and sponsored by the ASG.
- Shall work with the Commissioner of Public Relations and assist with publicity and coordination of printing. Said materials and publication shall include, but not be limited to: posters, circulars, flyers, and other items of the print medium.
- Shall organize and maintain the official Student Activities Calendar in conjunction with the Commissioner of Public Relations.

Commissioner of Athletics

- Shall be the liaison between the ASG and the Athletic Department.
- Shall attend all home and many away athletic events.
- Shall assist in the coordination of all intramural sports.



- Shall arrange, in conjunction with the ASG Advisor, for rooster buses for athletic events.
- Shall keep the ASG informed on issues pertaining to student athletes and the scores of all the games throughout the academic year.

Commissioner of Classes and Curriculum

- Shall be the liaison between the ASG and the Academic Senate and the Academic Department.
- Shall notify the Academic Senate and the Academic Department of any concerns of the student body in this area.
- Shall serve as representative to the Academic Senate.
- Shall assist in the affairs of the students as they relate to the Compton College curriculum.

Commissioner of Clubs and Organizations

- Shall be responsible for advising students on the organizing of clubs and organizations.
- Shall organize a monthly Interclub Council Meeting.
- Shall plan and organize, in conjunction with the ASG President and the ASG Advisor, all ASG leadership workshops.

Commissioner of Environment

- Shall be responsible for posting and disseminating ASG information to designated areas on the campus and bulletin boards, in an efficient and timely manner. He/she will also be responsible for the removal of outdated materials from these areas.
- In coordination with the Art and Maintenance Departments, he/she will decorate the bulletin boards on a monthly basis.
- Shall be the liaison between the ASG and the Maintenance Department in seeking a clean and healthy campus environment.

Commissioner of Financial Aid and Special Services

- Shall be the liaison between the ASG and the Dean of Student Services and the Financial Aid Department.
- Shall be responsible for assisting students during registration.
- Shall promote the special programs and opportunities for students available at Compton College.



- Shall plan and organize two (2) Financial Aid workshops, one prior to the fall and spring semester, in conjunction with the Director of Financial Aid, to assist those students applying for financial aid.

Commissioner of Public Relations

- Shall serve as the liaison between the Compton College Public Information officer and the ASG Council. He/she will be responsible for issuing regular news releases on all ASG activities in consultation and agreement with the ASG Advisor and the Compton College Public Information Officer
- Shall work with the Commissioner of Activities and assist with publicity and coordination of printing. Said materials and publications shall include, but not limited to, posters, circulars, flyers, and other items of the print medium.
- Shall organize and maintain the student activities calendar in conjunction with the Commissioner of Activities.
- Shall be responsible for delivering all materials on a timely basis to the Commissioner of Environment for posting on all bulletin boards.
- Shall arrange for a photographer to be present at all ASG activities/events.

ASG Ambassador

- Shall serve as representatives of the ASG to deliver a personal touch and a student's perspective to ASG.
- Shall serve as an opportunity for students and staff to build community by engaging in various activities, dealing with ASG marketing in conjunction with the Commissioner of Public Relations.
- Shall serve as marketing members for the student engagement and events committee.
- Required to represent ASG at $\frac{3}{4}$ of the ASG planned events and activities.
- Shall serve as a member of the public during ASG meetings.
- Required to sit on one institutional standing committee, which will be appointed by ASG Executive Board.
- Attend weekly Ambassador meetings with ASG Vice President, Commission of Public Relations, and Commissioner of Activities Commissioners regarding upcoming business and events.
- Work in conjunction with the Student Trustee concerning student matters throughout the institution.
- Shall serve as a voice for the students and communicative bridge between the public and ASG in conjunction with the Commissioner of Public Relations.