



## Position Descriptions

### ASG Executive Cabinet

The Executive Cabinet provides direction and vision for student programming and works with the Senate to provide meaningful feedback on important campus issues.

## President

- Prepares the agenda for and presides at Cabinet Sessions
- Represents the ASGSAC at appropriate ceremonial, social and political occasions
- May serve on any ASGSAC Committee
- The President shall have the power to appoint commissioners, as he/she deems necessary, with simple majority approval of the votes cast by the ASGSAC Senate.
- Appointees shall be present at the Senate meeting at which they are to be ratified to give a speech or answer any questions the Senators may ask them.
- Appoints ASGSAC Supreme Court, ASGSAC Standing and Ad-Hoc Committee Chairs and representatives to all shared Governance Councils and Committees, with the approval of the ASGSAC Senate.
- Represents the ASGSAC at meetings of the RSCCD Board of Trustees, SAC and RSCCD Foundations, and SAC Presidents Council.
- The President may appoint a designee if he/she is unable to attend.
- Presents the ASGSAC Budget to the President's Council of SAC.
- Shall appear before the ASGSAC Senate at the first and last regular session of each semester to present the state of the ASGSAC relative to past achievements, current standing and future goals.
- Shall have the power to conduct ASGSAC business at any time, but is answerable to the ASGSAC Senate for all action.
- Authority to sign off on ASGSAC funds when the Treasurer is absent.
- May request other members of the ASGSAC, with simple majority approval of the ASGSAC Senate, to perform duties not stated within the ASGSAC Constitution and/or Bylaws.



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## Vice President

Perform all the duties of the president in the absence or inability of the President.

- Prepares the agenda and presides at ASGSAC Senate Sessions
- Represents the ASGSAC, along with the President, at appropriate ceremonial, social and political occasions.
- May serve on any ASGSAC Committee
- Represents the ASGSAC at meetings of the Academic Senate
- Provides the ASGSAC Senate Minutes to the Cabinet, and reads the ASGSAC Cabinet Minutes to the ASGSAC Senate.
- Reports Vacancies of the Cabinet to the Senate.



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## Executive Recording Secretary

- Records and distributes minutes of Cabinet Meetings
- Types the ASGSAC Cabinet Agenda and distributes it seventy-two (72) hours prior to the next meeting.
- Records and reports attendance of Cabinet Meetings.
- Keeps updated publicly accessible copies of the Constitution and Bylaws.
- Responsible for the upkeep of the ASGSAC Policy Manual.
- Assists the Cabinet officers in the execution of their assumed duties and functions.
- Shall take the written reports of the commissioners to the Senate to share.
- Performs other duties as requested by the President.



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## Treasurer

- Oversees finances and process allocations and moneys approved by the Cabinet, ASGSAC Senate and/or the appropriate committee(s).
- Gives monthly reports to the Cabinet and ASGSAC Senate on the current status of the budget.
- Signs requisitions for ASGSAC funds.
- Serve as chair for the Budget and Finance Committee
- Must review and approve budget allocations prior to legislative action.



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## Inter-Club Council (ICC) President

- Prepares the agenda for and presides over the Inter-Club Council (ICC) meetings.
- Initiates disciplinary action regarding any organizational infraction of rules and regulations pertaining to clubs/organizations.
- Monitors club/organization activities and serves as liaison between clubs/organizations and the Cabinet and ASGSAC Senate.
- Acts as a Resource Officer for all clubs/organizations at SAC.
- Reviews and submits petitions for new clubs/organizations to the Inter-Club Council (ICC) for approval.
- Directs a Club Rush event each semester.
- Provides a monthly Club Report, written or oral, to the Inter-Club Council (ICC), Cabinet and ASGSAC Senate.
- Provides club/organization information to the Commissioner of Public Relations Officer for publication.



## Position Descriptions

### Commissioners

Commissioners act as advisors to the student body president in their given area of responsibility. Commissioners are responsible for carrying out campus programming and creating awareness on issues as directed by the ASG President.

## Activities Commissioner

- Serve as chair for the activities committee
- Act as director and resource officer for all ASGSAC supported activities.
- Will provide, upon request a summary of past ASGSAC activities.
- Will prepare a monthly calendar of events.
- Shall be available to help coordinate activities with clubs and other campus organizations.
- Keep Senate informed about scheduled events.



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## Cultural Commissioner

- Serves as chair of the Cultural Awareness Committee
- Shall coordinate and assist with planning of multicultural activities, to ensure culturally appropriate representation is attained.
- Shall be accessible to all campus clubs and help to coordinate activities with participating clubs.
- Prepare and submit a calendar of annual events and projection of expenses for each event.
- Keep Senate informed about scheduled events.



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## Health Awareness Commissioner

- Chair of the Health Awareness Committee
- Shall plan and coordinate all health awareness related events such as but not limited to the annual blood drive etc.
- Shall report, in writing, the planning and execution of events to the Executive Cabinet and Senate.





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## Legislative Commissioner

- Serves as the SSCCC (Student Senate for California Community Colleges) delegate for SAC.
- Attends any and all SSCCC Region VIII meetings, as the SAC Representative once a month at the designated place and time.
- Gives periodic updates on SSCCC and SSCCC Region VIII.
- Serves on the Rules and Justice Committee.
- Chairs the Legislative Committee meetings.
- Prepares or helps prepare any and all resolutions proposed for ASGSAC, Region VIII and SSCCC consideration.
- Shall give periodic updates with regards to the ASACC (American Student Association of Community Colleges).



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## Public Relations/Publicity Commissioner

- Serves as chair for the Publicity and Promotions Committee
- Working with SAC Public Information Officer on campus to coordinate ASG representation at college sponsored events.
- Reviews and registers information materials promoting ASGSAC and/or club/organization activities and/or meetings.
- Responsible for implementation and enforcement of the SAC Publicity Code and Regulations.
- Shall coordinate publicity, press releases, and posters to be directed to on-campus and off campus sources.
- Responsible for taking photographs of ASGSAC sponsored or co-sponsored events.
- Responsible for the maintenance of any and all ASGSAC social media accounts.
- Is the holder of the ASGSAC social media account logins and passwords.



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## Recruitment Commissioner

- Serves as chair of the Recruitment Committee
- Involved with recruiting functions on and/or off campus.
- Responsible for ASGSAC recruiting functions on and/or off campus.
- Responsible for updating the ASGSAC open application to reflect title changes or position changes.
- Responsible for running the Open Application table at any ASGSAC event in order to fill vacant positions.
- Responsible with contacting approved applicants to set up appointments for interview with the respective branch leader.



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## Sustainability Commissioner

- Serves as chair of the Sustainability Committee
- Serves as ASGSAC representative on the Sustainable RSCCD committee
- Shall plan and coordinate all Sustainability related events.
- Prepare and submit a calendar of annual events and projection of expenses for each event and/or conference.
- Shall be accessible to all campus clubs in order to coordinate more sustainable activities whenever possible.
- Responsible for the budget of expenditures for all Sustainability Committee related events.
- Shall report the planning and execution of events to the Executive Cabinet and Senate.
- Shall work with the events, cultural, and public relations commissioners to ensure that any and all ASGSAC activities are as “eco-friendly” as possible.



## Position Descriptions

### ASG Senate

The Senate, also known as the legislative branch, is responsible for making laws that affect the Associated Student Government. They pass laws in accordance the ASGSAC Constitution and Bylaws, approve or disapprove the student budget, expenditures, and presidential appointments.

## Senator

Senators are assigned as liaisons to the various departments on campus; for example, Liberal Arts or Math and Science. Senators are responsible for communicating important information to and from their constituency (the students of Santa Ana College) and work closely with the administrators in their respective designations.

- Attend Senate meetings providing representation for the students in their designated areas of representation.
- Meet with their Academic Senate counterpart, (or the Dean, Chair, Director or Designee of their area of representation when an Academic Counterpart does not exist) to obtain feedback or give input on student, staff and/or faculty concerns.
- Shall serve as chair, co-chair, or member on an ASGSAC Standing and/or Ad-hoc Committee. They may also serve on a college (shared governance) standing committee if wishing to, required, or appointed to do so.
- Senators must plan and host a minimum of one (1) event per academic school year and/or term in office for their designated area of representation.

### Positions

Senator of Business	Senator of Human Services
Senator of Continuing Education	Senator of Library
Senator of Counseling	Senator of Math
Senator of DSPS (Students with Disabilities)	Senator of Sciences
Senator of Kinesiology	Senator of Social Sciences
Senator of Arts	Senator of Technology
Senator of Health Sciences	Senator of Veteran Affairs
Senator of Humanities	



## Position Descriptions

### ASG Court

The ASG Court interprets and reviews laws which are brought before them. They also judge all matters brought before them pertaining to the Associated Student Government Constitution and Bylaws. Judgments may include expulsion from the Associated Students and any lesser measure. The ASG Court is also responsible for all Associated Student Body elections.

## Chief Justice

The Chief Justice shall be the presiding member of the Court. The Court shall elect a Chief Justice Pro-Tempore who shall act in the absence of the Chief Justice.

- Function as the official administrator of the Court.
- Preside at the meetings and at any and all hearings of the Court.
- Appoint the Recording Secretary of the Court and any other officials that the Court deems necessary with approval of the Senate.
- Call a pre-hearing conference with disputants for the purpose of determining whether the Court has cause to act, if the Court is unable to make such a determination based on petition alone.
- Maintain the Court Calendar of Business and assign the time, date and place of hearings, trials and other proceedings.
- The Chief Justice shall appoint the Court Recording Secretary.
- Shall sit in at the Executive meetings in an advisory capacity; with no vote granted or presence counted towards quorum.
- Shall sit in at the Senate, ICC, or individual club/organization meetings in an advisory capacity when called upon to do so; with no vote granted or presence towards quorum.
- Shall meet in person and maintain communication with the Chief Justice at SCC in order to coordinate the Spring General Election and any special election that requires participation on both campuses.
- Shall, in the absence of a Legislative Commissioner, act as the delegate for SAC within the SSCCC and do the job of the Legislative Commissioner with regard to the responsibilities associated with this position, until a new Legislative Commissioner is appointed.



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## Associate Justice

- All Justices shall hold their office for the full duration, while taking six (6) units or more at SAC, although it shall be mandatory for any Justice to retire after the completion of six (6) semesters (Fall and/or Spring) of Court service.
- It shall be mandatory for all Justices to attend all sessions unless officially excused by the Chief Justice.
- Any Associate Justice absent without excuse from any two (2) semester meetings of the Court shall automatically cease to serve as a Court Justice.
- Any breach in tenure of any Court Justice shall result in automatic dismissal of said Court member.
- The Court shall be responsible for the discipline of its own members. When, in the opinion of the Court, one of its own members has been found to have either:
  - Allowed a personal gain or a personal loyalty to a party in a case before him/her to exercise an appreciable influence in his/her decision on that particular case, or
  - Been derelict in his/her duties as a member of the Court, or
  - Acted in a manner unbecoming to the responsibilities of his/her position.
- The Court may, after consultation with the member found in default and upon an affirmative vote of two-thirds (2/3) of the remaining Court, formally ask for the resignation of said member or publicly censure him/her.
- If the member found in default refuses to resign, it shall be the duty of the Chief Justice or Chief Justice Pro-Tempore to refuse to assign such a member to any case before the Court until the member's term of office has expired, resignation or impeachment.



## Position Descriptions

### Inter-Club Council

The ICC maintains support to the club and organizations at Santa Ana College. They also coordinate and approve club activities. They provide resources for clubs, particularly in the areas of planning and organizing, problem solving, membership promotion, and fundraising. The ICC consists of a representative from each active club on campus.

## ICC Vice President

Perform all the duties of the president in the absence or inability of the President.

- Preside over all Executive Board meetings; develop agendas and excuse ICC meeting absences (of ICC Representatives).
- Serve as parliamentarian; practice Robert's Rules and the Brown Act, keep time at meetings and keep order in meetings.
- Assist the president as needed, such as: delegated to chair ICC meetings, designated to attend ASG or other meetings when ICC Representation is needed, sign paperwork if the ICC president is unavailable, and fill in for other positions when necessary, or if the position is vacant.





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## ICC Secretary

- Record the minutes, attendance, and absences at every ICC meeting, record all motions, record all voters, and collect written club reports.
- Supply copies of the minutes and attendance records to ICC officers, ICC Advisor, Student Business Office, ICC Representative, and the appeals Board, as requested.
- Keep current copies of the ICC Constitution and By-laws, and at the ICC meetings.
- Issue the following information to clubs/organizations: warnings and notices of suspension and deactivation, deadlines, rules and regulations, upcoming events, and other communication when necessary.
- Assist the ICC President as needed: type meeting agendas and provide copies at all ICC meetings; stay current with announcements, and post the agenda according to the Brown Act.
- Perform all the duties of the President in the absence of or inability of the President and Vice-President. Perform the duties of the Vice-President in the absence of, or inability, the Vice-President.



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## ICC Treasurer

- Be responsible for all ICC financial transactions according to the ICC Financial Code: request checks for club funding, and for ICC events, submit receipts from events promptly to the Student Activities Office, produce and present ICC expense reports at ICC meetings, as requested (at least once per month), present an overall budget report no later than the third ICC meeting each semester (fall and spring).
- Assist the ICC President as needed: assist in developing the ICC budget, attend the spring Finance Committee meetings as needed.
- Fill in other positions when necessary, or when positions are vacant.



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## ICC Public Relations

- Support the ICC President and Vice President by publishing and marketing ICC activities and events. (This includes preparing flyers, posters, and other publicity as needed to provide ICC information and event announcements to the SAC community.)
- Assist clubs with publicity for their activities and events. Act as liaison between the clubs and the Student Activities Office in all matters related to advertisement of club events.
- Work cooperatively and act as liaison with the ASG Activities Commissioner to plan multi-club/ASG events and publicize those events.
- Attend ICC sponsored events and activities and take photos of those events. Also, whenever possible, attend club events and take photos of those events. Work with the Student Activities Office to prepare photos for posting.
- Act as ICC historian and keep a historical binder of the ICC event and activities, and photos, to pass on to future ICC Executive Board panels.
- Assist the ICC Advisor with collecting club advertisements and contact information to be used in a club/organization information binder to be kept in the Office of Student Life. This information is also used to update the Student Life/Clubs and Organizations portion of the Santa Ana College.