JOB DESCRIPTIONS

Student Council &
Campus Activities Board

Associated Student Government

2015-2016
Student Council

President
Will serve as the liaison to the College Administration and attend all Board of Trustees meetings as the student representative. They shall serve as the chair of the Student Council, a voting member of the Services & Activities Budget Committee, and representative to the College Assembly. Can create committees when deemed necessary by the Student Council and appoint the chair of said committees. The President ensures the involvement of the student body in the formation of college policies and is responsible for implementing action on motions passed by the Student Council. They shall meet as needed with the Vice President of Student Services and the college President.

Vice President
Will assist the President in matters related to Student Council. They shall appoint students to all college, standing, tenure and ad hoc committees, serve as a representative to the College Assembly and serve as Chair of the Services & Activities Budget Committee and Constitution and By-Laws Review Committee. In the event of vacancy in the Office of President, the Vice President of Student Council shall assume responsibilities of interim President. They shall draft Initiative recommendations as needed.

Clubs Officer
Will be responsible for student advocacy and relay student concerns to the Student Council and College Administration. They shall chair the monthly Clubs Council Meeting and Student Spaces Committee. Serve as a representative to the Student Legislative Action Committee, be the student representative to the students of South Hill Campus and work as an advocate for student funded organizations, initiatives and co-curricular programs. They shall assist with the quarterly Involvement Fairs and SpringFest in collaboration with the Campus Activities Board.

Legislative Officer
Will coordinate on-campus voter registration and represent the Associated Students at legislative functions such as testifying in Olympia. They shall chair the Student Legislative Action Committee, serve as a representative to the College Assembly, and serve as the Washington State Community and Technical College Student Association (WACTCSA) representative for Clover Park Technical College and the Associated Students. They coordinate on-campus Affordable Care Act registrations and information. They shall draft Student Council position statements as needed and meet as needed with the Chief of Staff.

Administrative Officer
Will keep an accurate record of attendance, motions and voting of all Student Council meetings. They shall record, file and post minutes of Student Council meetings, Club Council, Constitution and By-Laws Review Committee and the Services & Activities Budget Committee. Preserve all records, reports, and documents of the Student Council in an organized and permanent file to be kept in the Office of Student Involvement. Serve as chair of the Selections Committee.
CAMPUS ACTIVITIES BOARD

Special Events & Engagement Programmer
Will be responsible to develop, with the graphic designer, a quarterly master list of events calendar, inclusive of all CAB events. They shall also serve as chair of the Veteran’s Day Ceremony committee, coordinator of the Involvement Fair (Fall and Winter Quarters) and co-chair of the Spring Fest Committee. The programmer will serve as the Campus Activities Board representative of college committees who receive services & activities fee money, such as but not limited to graduation, Holiday House, Career Fair, Diversity and International Fair.

Family & Friends Programmer
Will be responsible for hosting events suitable for CPTC students, their family, and friends. Events should include at least two (2) family events per quarter. Will also be responsible for three (3) other on-campus events per quarter.

Music Showcase Programmer
Will be responsible for coordinating bi-weekly music acts during the lunch time hour for the CPTC community. Will also be responsible for networking with local music talent to find affordable and quality acts that provide entertainment and art enrichment to audience members. These musical acts hosted should represent many genres and musical interests.

Health and Wellness Programmer
The focus of this programmer will be to offer four to six quarterly events that provide students opportunities to de-stress or improve personal fitness. They will be responsible for hosting workshops/classes/fitness series for CPTC students.

Off Campus Events Programmer
The focus of this programmer will be to offer four to six quarterly events that provide students, from the Lakewood and South Hills Campuses, with a variety of off-campus events. This programmer will collaborate with the other ASG programmers to offer a selection of appropriate off-campus programming.