

ASBG Board Descriptions

To find out which position is right for you, read the following descriptions for current vacant positions.

TREASURER

The treasurer is responsible for monitoring the ASBG budget, approving payments, tracking expenditures, and making deposits. The treasurer is also responsible for providing the board with a monthly report of ASBG income and expenses. If you enjoy working with numbers, are well organized, and have experience working with excel this is the position for you. This is a perfect opportunity for a business or accounting major to gain real-life experience managing a substantial budget.

SECRETARY

The secretary is responsible for typing up the agendas and minutes, distributing agendas and minutes to the board, making sure the agendas are posted 72 hours in advance of the meeting, creating a contact list of all officers, filing records, returning phone calls, sending out correspondences on behalf of the ASBG, preparing copies for the meeting, and keeping the ASBG office files organized. In addition to general office duties the secretary acts as the historian making sure important documents are archived. This position is perfect for students that are well organized, have good time management skills, excellent typing skills, and are familiar with Microsoft Word, Excel, or Publisher.

SENATOR OF PUBLIC RELATIONS

The senator of public relations is responsible for responding to inquires from the media, promoting school spirit, and designing fliers, posters, banners, brochures, press releases, etc. to promote ASBG activities and events. This position is great for a creative student majoring in graphic arts or a student who has a passion for graphic design. The perfect candidate would have experience with graphic design programs (e.g., Adobe Illustrator, Photoshop, Quark, or InDesign) and have good drawing skills. This position would provide excellent real-world experience for a student seeking a career in public relations, graphic design, or communications.

SENATOR OF LEGISLATIVE AFFAIRS

The senator of legislative affairs is responsible for keeping the ASBG aware of proposed legislation and the activities of the Board of Governors, coordinating appointments for the ASBG to visit local and state representatives, attending Region V meetings for the SSCCC, and coordinating the annual March in March event. This is a really fun position, perfect for a student interested in having a career in politics. If you have an interest in lobbying, talking to public officials, learning about the public education system, or advocating for education at the state and federal level then this is the position for you. This is a great position for a student majoring in political science, education, business, sociology, or history.

SENATOR OF ADVOCACY

The senator of advocacy is responsible for serving as a resource for students that need help addressing complaints or grievances. As the senator of advocacy you would be responsible for being knowledgeable of the College's grievance and disciplinary process and providing students with the appropriate support and resources to address their concerns. This position is great for someone who enjoys helping others, is a

good listener, and likes working with people from diverse backgrounds. This position would provide excellent real-world experience for students interested in careers in social work, counseling, human services, law, or politics.

SERGEANT-AT-ARMS

The sergeant-at-arms acts as the parliamentarian for the ASBG and ensures meetings are conducted in an orderly manner. As the parliamentarian the sergeant-at-arms is responsible for advising the chair and other members of the board on matters of parliamentary procedure. The sergeant-at-arms is responsible for learning SJDC Board Policies and Procedures and Parliamentary Procedure as dictated in the most recent version of Robert's Rules of Order Newly Revised. This position is good for a student interested in a career in law, politics, or local government. If you enjoy looking up information, can recall information well, and have good reading comprehension skills this is the position for you.

SENATOR-AT-LARGE

The senator at large is responsible for providing general support and assistance to the board on various ASBG projects and events, serving on two College committees, and ensuring the cleanliness and order of the ASBG office. This position is perfect for a student that is interested in being involved in the ASBG and providing general assistance.