STUDENT ORGANIZATION
Description of Offices

I. President

- Should have knowledge and understanding of the Constitution and By Laws and understand duties listed within.
- Preside over all Student Organizations meetings.
- Have the authority to and the responsibility for conducting day-to-day operations.
- Work to improve and/or create new services for the student body.
- Address student complaints/disciplinary issue in conjunction with Director of Student Affairs.
- Represent the Student Organization and student body at official functions or appoint a designee.
- See that the decisions of the Student Organization are enforced and the laws are faithfully executed.
- Coordinate the activities of the committees and officers of the Student Organization in carrying out Student Organization policy.
- Lead in the development of Student Organization policy.
- Present to the ASA College Administration proposals to address student issues and problems.
- Provide for the management of day to day activities of the Student Organization and the effective functioning of the Executive Board.
- Assume other duties associated with the office, which includes bringing any and all student concerns before ASA College Administration.
- Take responsibility for all Student Organization officers’ actions
- Set post and maintain a minimum of five (5) office hours per week.
- Meet with Student Organization Advisor(s) weekly.
- Work with Student Organization Officers to develop an annual budget.
- Serve no more than four (4) consecutive terms (semesters) as a President.
- Represent ASA College at public and private activities when called upon by the Administration.
- Should have knowledge and understanding of the Constitution and By Laws and understand duties listed within.
II.  Vice President

- Serve as a member of the Executive Board.
- Assume the duties of the Student Organization President, should the President, for any reason, prior to end of fourth (4th) term (semester) leave office.
- Fulfill any duties as delegated by the Student Organization President.
- Serve as a liaison between all clubs, organizations and the Student Organization.
- Set post and maintain a minimum of five (5) office hours per week.
- Meet with the Student Organization President weekly.
- Serve no more than four (4) consecutive terms (semesters) as a Vice President.
- Represent ASA College at public and private activities when called upon by the Administration and Student Organization President.
- Lead in the development of Student Organization policy.
- Work to improve and/or create new services for the student body.
- Should have knowledge and understanding of the Constitution and By Laws and understand duties listed within.

III.  Executive Secretary

- Serve as a member of the Executive Board.
- Record and maintain a permanent record of the minutes of all Student Organization meetings.
- Present minutes at each Student Organization meeting.
- Secure space for every Student Organization meeting.
- Prepare all agendas in advance to Student Organization meetings.
- Call roll at every Student Organization meeting.
- Set, post, and maintain a minimum of five (5) office hours per week.
- Serve as liaison for all Executive Officers of the Student Organization
- Collect all times sheets, daily journals and written documentation when necessary.
- Maintain permanent necessary documentation.
- Arrange essential mail in priority action order for Executive Officers.
- Check deadlines on incoming requests and/or agendas.
- Develop and maintain complex files and databases.
- Complete forms in accordance with ASA College policy.
- Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters.
- Serve no more than four (4) consecutive terms semester.
- Should have knowledge and understanding of the Constitution and By Laws and understand duties listed within.
IV. Treasurer

- Serve as a member of the Executive Board
- Keep an accurate account of the Student Organization funds.
- Attend to all financial correspondence of Student Government.
- Prepare and present a monthly budget report (or as otherwise required) at regular Student Organization meetings.
- Work with the Student Organization President, Advisor(s) and Administration on budget expenditures.
- Prepare and sign with the approval of the Student Organization President and Director of Student Affairs, all purchase orders for the procurement of goods and services for the Student Organization.
- Set post and maintain a minimum of five (5) office hours per week.
- Should have knowledge and understanding of the Constitution and By Laws and understand duties listed within.
- Serve no more than four (4) consecutive terms (semesters) as Treasurer.