

## RESPONSIBILITIES OF OFFICE FOR REPRESENTATIVES OF THE ASSOCIATED STUDENT GOVERNMENT OF OREGON COAST COMMUNITY COLLEGE

The general duties of each Representative shall be:

1. To keep in close contact with faculty and students.
2. To act as public relations representatives for the Council and ASOCCC.
3. To be responsible for filing and distribution of materials relevant to their positions.
4. To be available for activity committees and sub-committees.
5. To actively recruit committee and Council members.
6. To establish and attend an in-service for new members.
7. To engage in at least three (3) hours per week, on average, of service to Council.

### President

Chair Council meetings. Oversee agenda preparation. Serve as OCCSA representative. Serve as spokesperson of Council. Serve as Council representative to the Oregon Coast Community College Board. Provide legislative updates to Council. Provide support for Vice-President.

### Vice-President

Chair Council meetings in the absence of the President. Attend OCCSA meetings when Council President cannot attend. Chair Election Committee and oversee planning of Elections. Be responsible for Council vacancy appointment procedures. Take minutes for Council meetings and provide copies to all members. Prepare and distribute agendas. Assumes the position of President in the event of vacancy of that position.

Representative #1

Provide monthly financial reports to Council. Keep records of expenditure and income. Chair fundraising committees. Assist other council members as necessary.

Representative #2

Handle and route Council correspondence. File Council materials. Maintain Council files. Be responsible for forms management. Oversee suggestion boxes. Assist other council members as necessary.

Representative #3

Chair Activity Committees. Serve as official photographer and scrap bookkeeper for Council. Maintain bulletin boards. Assist other council members as necessary.