

Executive Council Job Descriptions

President

1. Is the official spokesperson on behalf of the Student Body government and the Student Body.
2. Will be an official signer for ASMC Inc. financial requisition accounts. This will be along with the Vice President of Finance and Director of Student Activities and Campus Life.
3. Serves on the following participatory governance meetings: Leadership Council, College Council, and Peralta Student Council.
4. Will serve on all hiring processes that affect students or may designate to another Council Member of ASMC Inc.
5. Will chair all meetings of the ASMC Inc. Council and Executive Committee with no right to vote unless in case of a tie.
6. Establish and maintain communications relationships with partners in conjunction with the Vice President of Participatory Governance.
7. Will be the one to officially sign letters or write letters of supports with approval from the ASMC Inc. Council.
8. Will be an ex-officio member of all ASMC Inc. committees (as a non-voting member).
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.

Vice President

1. Is the official delegate on behalf Merritt College for the Student Senate for California Community Colleges during all regional and delegate assembly meetings. If the Vice President is acting in the President capacity, then the second delegate shall assume these duties.
2. Will be an official voting member of the ASMC Inc. Council and Executive Committee
3. Will be the official Vice Chair of the Legislative Committee, will also be the official voting member and minute taker of the Legislative Committee.
4. Will notify all ASMC Inc. Council Members of all meetings at least one (1) day in advance.
5. Will take minutes of the ASMC Inc. Council, in absences of a secretary.
6. Will serve as Election Committee Chair.
7. Will serve as the official Parliamentarian to the ASMC Inc Council in regard to the recent editions of the Brown Act and Robert's Rules of Order.
8. Will be responsible for distributing ASMC Inc. Agendas, when there is not secretary.
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.

Vice President of Finance

1. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
2. Will meet with Director of Business and Administrative Services and Director of Student Activities and Campus Life on a monthly bases regarding finances.
3. Will be responsible to work with Staff Assistant to the Director of Student Activities and Campus Life and turn motions and requisitions to the business office.

4. Will work in cooperation with the Director of Business and Administrative Services and Director of Student Activities and Campus Life to ensure accurate records of all ASMC Inc. finances.
5. Shall work with the President on yearly budget proposal to be submitted and ratified by the ASMC Inc. Council.
6. Will serve on the Merritt College Participatory Governance College Budget Committee.
7. Shall present quarterly financial statements to the ASMC Inc. Council in the following months: September, December, March, and June of each fiscal year.
8. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
9. Other duties as given through management policies.

Vice President of Communications

1. Will be the official voting member and minute taker of the ASMC Inc. Council and Executive Committee
2. Will prepare all ASMC Inc. Council meeting agendas and be responsible for distributing ASMC Inc. Council Agendas, including posting, etc. in compliance with the Brown Act.
3. Will work with ASMC Inc. Executive and Legislative Committee Chairs agenda send out.
4. Will work in conjunction with the Staff Assistant to the Director of Student Activities and Campus Life on filing and maintaining accurate records of all ASMC Inc. Paperwork in the best fit for the organization.
5. Will work with the Director of Student Activities and Campus Life and the Merritt College webmaster to maintain an accurate website.
6. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
7. Other duties as given through management policies.

Vice President of Participatory Governance

1. Be generally responsible for the legislative activities of the ASMC Inc. Council.
2. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
3. Establish and maintain communications relationships with partners in conjunction with the President.
4. Will try to conduct and coordinate regular legislative visits to the California State Capitol, legislative district office, and Peralta Community College District office.
5. Will serve as chair of the Legislative Committee as a non-voting member unless in case of a tie.
6. Will appoint ASMC Inc. Council Members to Merritt College participatory governance meetings if not already assigned.
7. Will maintain regular communication with Merritt College participatory governance chairs and accurate records of who is the chair.
8. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
9. Other duties as given through management policies.

Vice President of Inter-Club Council

1. Will chair all Inter-Club Council meetings as a non-voting member unless in case of a tie.
2. Will act as the official liaison between the clubs and the ASMC Inc. Council.

Management Policy – MP 2100

3. Will ensure that Inter-Club Council and clubs follow the ASMC Inc. Constitution, Bylaws, and Management policies and especially Peralta Community College District and Merritt College polices.
4. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
5. Will oversee all club functions in day-to-day operations and ensure the clubs and Inter-Club Council serve as the official Events authority on behalf of the ASMC Inc. Council.
6. Has the right to find an assistant; who is still a student at Merritt College following the eligibility requirements, to help with Inter-Club Council and approved by ASMC Inc. Council. This person will not be a voting member of the Inter-Club Council and will have the role of Assistant to the Vice President of Inter-Club Council and will do as needed from the Vice President of Inter-Club Council.
7. Has the right to create new policies for Inter-Club Council, if approved and assigned a management policy number from ASMC Inc. Council.
8. Will be the official signature of chartering a club along with the Director of Student Activities and Campus Life. If this is new club the Vice President of Inter-Club Council will refer to **Start-Up Funds Policy**.
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.