

## Past Presidential Advisory Officer Job Description

### Past Presidential Advisory Officer

The Past Presidential Advisory Officer will serve for a minimum of six months but no more than one year of the following year that ended their term as an ASMC Inc. Executive Council Member. The Past Presidential Advisory Officer shall be elected from the membership of the immediate past year of the ASMC Inc. Council beforehand and will mainly serve as an advisory role to the President and Vice President of Inter-Club Council. This person will be voted on by the current year of the AMSC Inc. Council, this is limited to only one (1) person.

The Past Presidential Advisory Officer job description are as follows:

1. Have at least monthly regular meetings with the President and Vice President of Inter-Club Council either together or separate.
2. Attend any ASMC Inc. Council or Committee meetings as requested by the President or chair of the committee.
3. Provide training to the AMSC Inc. Council during transitioning in June and July at least once each month and to provide the Vice President with more emphasis training on Brown Act and Robert Rules of Order.
4. Provide more training or clarification as requested from the ASMC Inc. Council.
5. Complete and/or effectively transition projects from the concluding term to the current term as approved by the President, Past Presidential Advisory Officer, and Director of Student Activities and Campus Life.
6. Try to attend all events with President or Committee or ASMC Inc. Council to ensure there is onsite knowledge ready to go.
7. Try to assist with any project requested by an ASMC Inc. Council Member.
8. Serve as an advisor/resource of institutional knowledge to mainly the President and Vice President of Inter-Club Council. But this will still be an advisor/resource of institutional knowledge to all other members as well.
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, for as long as they are serving in this capacity.
10. Other duties as given through management policies.