



Taft College Associated Student Organization Executive Board Positions

The “**President**” of this association shall be elected by a plurality vote of the Associated Student Organization and shall:

- Act as President of the Executive Board and this association.
- Act as official representative of the Associated Students of Taft College.
- Fill any and all vacancies, elective and appointive, created by resignation or disqualification, subject to majority approval of the Executive Board.
- Appoint and dissolve committees not provided for by this constitution and bylaws.
- Vote only to break a tie.
- Be an ex-officio member of all committees.
- Be responsible to establish and carry out the selection and approval process for all Executive Board members.
- Appoint a student member to serve as the Taft College representative at the Region 6 monthly meetings held every third (3rd) Friday of the month. Serve as the voting delegate for Taft College at the California Student Senate General Assemblies in the absence of the voting delegate
- Exercise such other powers as have been granted to him/her by this constitution, or shall be granted to him/her by the Executive Board in accordance with the constitution.
- Attend all Executive Board and committee meetings.
- Prepare all agendas of the Executive Board and the committee
- Work with the ASO Secretary Treasurer to maintain notes of the Executive Board meetings.

The “**Vice-President**” of this association shall be elected by a plurality of the Associated Student Organization and shall:

- Assume the duties of the President during his/her absence and succeed to that office upon the resignation or disqualification of the President.
- Shall be responsible for the formation of an election committee and shall serve as chairperson of this committee.
- Shall be responsible for the formation of a budget committee which shall prepare a yearly Associated Student Organization General Funds budget not later than one month after the beginning of the spring semester
- Exercise such other powers as have been granted to him/her by this constitution, or shall be granted to him/her by the Executive Board in accordance with this constitution.
- Oversee sub-committees.
- Assist the president in the preparation of all the executive board and committee agendas.
- Maintain notes of the committee meetings with the secretary.
- Email minutes to board immediately following the ASO meeting
- Update the agenda minutes on the Taft College Associated Student Organization and email it to the advisor to make updates on the webpage.



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The “**Secretary/Treasurer**” of this association shall be elected by a plurality of the Associated Student Organization and shall:

- Keep accurate, written minutes of proceedings transmitted during executive board meetings. Maintain a complete and current file of all such minutes in the ASO officer/ Advisor’s office.
- Prepare a typewritten copy of the minutes of proceedings transmitted during each meeting of the committee. Maintain a complete and current file of all such minutes in the ASO officer and ASO Advisor’s office.
- Update the agenda minutes on the Taft College Associated Student Organization webpage within twenty-four (24) hours following the meeting.
- Conduct all official correspondence in the name of the Associated Students, when so directed by the Executive Board President, and shall keep accurate files of all said corresponds and such other recorders as are deemed necessary.
- Conduct such other secretarial duties as specified by the Executive Board President.
- Be responsible for distributing the Executive Board agenda at committee meetings.
- Keep an accurate record of attendance of committee members.
- Be responsible for making and signing all check requests and making all deposits related to the ASO general fund and make a weekly financial report to the Executive Board.
- Keep accurate financial records of all expenditures and deposits and maintain an accurate running balance of the ASO general fund.
- Complete an activity report following every Executive Board and committee meeting.
- Keep all completed activity reports for all campus clubs in the file.

The “**Activities Coordinator**” of this association will be elected by a plurality of the Associated Students and shall:

- Act as President of the association in the absence of the President, Vice-President, and Secretary/Treasurer.
- Attend all Executive Board meetings and committee meetings.
- Be responsible for the organization of all activities committees.
- Be responsible to formulate an activities calendar and prepare activities requests for all activities sponsored by the Executive Board.
- Be responsible for the promotion of athletic and social events on the calendar.
- Complete activity reports after every ASO event outside of meetings.
- Assist the interclub commissioner with promoting all campus club events on the calendar.
- Submit ASO calendars on the 15th of every month prior to the publication of the calendar
- Maintain records of the final drafts of the ASO calendar on the office computer in a file.



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The “**Interclub Commissioner**” of this association will be elected by a plurality of the Associated Students and shall:

- Act as President of the association in the absence of the President, Vice-President, Secretary/Treasurer, and Activities Coordinator. Attend all Executive Board meetings and committee meetings
- Serve as a liaison between the Executive Board and all campus clubs and organizations.
- Act as the Chief Executive of the Interclub council consisting of one representative for each campus club and organization.
- Hold monthly interclub council meetings and submit all monthly activities for each club to the ASO activity coordinator to put on the calendar
 - Interclub Council meetings should be held the second week of each month unless other arrangements are made between the interclub commissioner and individual campus clubs.
- Assist the Activities Coordinator with the promotion of all campus clubs’ and organizations’ activities.

Duties of the Board

- Organize and implement ASO events and activities
- Assist with outreach events
- Work as peer mentors for the student body
- Assist with management of the student union
- Recruit students to participate and be active members of ASO
- Act as the student representative on the various campus committees
- Attend regional student government meetings
- Attend the Student Senate of California Community College General Assembly
- Update the ASO constitution
- Assist with campus recycling
- Conduct other duties as directed by the ASO advisor and/or administration