

ASCC Job Descriptions

ASCC President

It shall be the duty of the President of the ASCC to:

- Conduct the administrative business and correspondence of ASCC including chairing weekly ASCC meetings and supervising other ASCC positions and volunteers
- Represent the Associated Students on committees, at board meetings, at official functions and in other university business
- Ensure that the Associated Students have representation before the Oregon Legislature, the State Board of Higher Education, and in the university decision processes
- Serve as the primary liaison with the OSU-Cascades Coordinator of Student Life
- Recruit student volunteers for work on initiatives and events
- Identify and work on initiatives pertaining to the needs of the student body
- Attend and assist in campus events to promote a campus community

ASCC Vice-President

It shall be the duty of the Vice President of the ASCC to:

- Attend weekly ASCC meetings
- Assist the President of ASCC with the committee work
- Succeed to the office of the ASCC President should a vacancy occur
- Serve as a liaison to ASOSU, ASUO and ASCOCC and conduct all correspondence with them
- Attend a meeting or telephone conference with ASOSU, ASUO and ASCOCC at least once per term
- Assist the President on initiatives pertaining to the needs of the student body
- Prepare and present all non-event proposals for funding to the Student Fee Committee
- Attend and assist in campus events to promote a campus community

ASCC Secretary Treasurer

It shall be the duty of the Secretary Treasurer of the ASCC to:

- Attend weekly ASCC meetings
- Keep minutes of all ASCC meetings
- Preside over the official records of ASCC correspondence, meeting minutes, and financial transactions
- Track ASCC spending, fill out forms for purchases, and produce monthly budget statements for the ASCC and the Student Fee Committee
- Attend weekly Student Fee Committee meetings as a non-voting member and serve as the liaison to the SFC
- Assist the ASCC Vice-President & ASCC Activities Coordinator in the preparation of all funding for the SFC
- Attend and assist in campus events to promote a campus community

ASCC Activities Coordinator

It shall be the duty of the Activities Coordinator of the ASCC to:

- Attend weekly ASCC meetings
- Create & maintain the ASCC website
- Prepare and present all event proposals for funding to the Student Fee Committee
- Plan and execute a minimum of 3 events each term for the campus community in conjunction with the Coordinator of Student Life
- Maintain a calendar of all on-campus events and sponsored off-campus events
- Liaison with COCC Office of Student Life regarding all-campus events
- Purchase all supplies needed for the ASCC operations and events
- Organize and maintain the student lounge and its supplies
- Supervise other ASCC positions and volunteers in event planning and production process