



## **Associated Students of Laney College**

### **Cabinet Positions**

#### **President**

- Be the official representative of and to the Student Body and establish collaborative relationships on campus.
- Uphold and maintain the ASLC constitution.
- Collaborate with ASLC to support Welcome Week Activities.
- Work in collaboration with Student Trustees and ASLC to coordinate Civic Engagement Activities on campus. (General/Local Elections, ASLC Elections Events)
- Have the power to call special meetings of the ASLC Senate. (with 24 hours notice)
- Have the power to fill by appointment with, Senate approval, vacancies that may occur in the Executive branch for the remainder of office term.
- Chair the ASLC meetings.
- Serve as the liaison between the college administration, faculty and students, and shall plan and present annual goals to the Student Senate.
- Shall cast the deciding vote in the case of a tie or where his/her vote will affect the results of a two-thirds (2/3) vote.
- Shall have the power of veto.
- Shall attend Peralta District Board meetings or send a representative in his/her place.
- Shall maintain three (3) office hours per week.
- Shall keep in contact with the other Associated Student Governments in the Peralta district.
- Have the power to assign council members to committees.
- To serve on at least (1) Shared governance committee and (1) ASLC standing committee.

#### **Vice President**

- Uphold and maintain the ASLC constitution.
- Take over all duties of the President whenever the President is unable to serve.
- Ensure ASLC meetings run efficiently, stay on schedule, and follow Robert's Rules of Order.
- Ensure that all ASLC members provide routine participatory governance committee reports to Council, including the Presidents Cabinet meeting attended by the ASLC president.
- To oversee all Senator positions and report directly to the ASLC president.
- To serve on at least two (2) Shared governance committees and (2) ASLC standing committee per school year.
- Shall perform Sergeant of Arms duties during all ASLC meetings including keeping speakers to their time limit to speak and keeping order during the meeting.
- Shall maintain three (3) office hours per week.

## **Student Advocate**

- Shall attend and actively participate in all SSSCC Region meetings.
- Provide monthly update to ASLC Senate regarding SSSCC Region III meetings
- Senators shall participate in the planning and facilitation of ASLC events.
- Serve as ASLC Senate representative vote at SSSCC Annual General Assembly
- Coordinate with ASLC Senate to cocreate and submit resolutions timely and in accordance with SSSCC timelines and guidance policies.
- Ensure that ASLC has a copy of all resolutions to review prior to the SSSCC Annual General Assembly.

## **Secretary of External Affairs**

- Responsible for recording, publishing, and posting Senate meeting agendas within 72 hours after a Senate meeting.
- Responsible for keeping records of all external correspondence to ASLC.
- Assign a number to and identify the sponsors of all bills and proposals.
- Prepare the agenda for each Senate meeting which must be posted no later than 72 hours before a Senate meeting.
- Senators shall participate in the planning and facilitation of ASLC events.
- Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
- Three (3) office hours per week.
- To serve on at least two (2) committees per school year (1 shared governance, 1 ASLC).
- To report directly to the President of the ASLC.

## **Secretary of Internal Affairs**

- Responsible for keeping records of all correspondence internal to ASLC.
- Organize and make available all necessary governing and communication documents.
- Create and keep updated contact sheet of all current Student Council members.
- Monitor the attendance of all ASLC Council meetings.
- Responsible for recording, publishing, and posting minutes of the Senate meetings within 72 hours after a Senate meeting.
- Senators shall participate in the planning and facilitation of ASLC events.
- Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
- Three (3) office hours per week.
- To serve on at least two (2) committees per school year (1 shared governance, 1 ASLC).
- To report directly to the President of the ASLC.

## **Treasurer**

- Update the ASLC budget at each ASLC meeting to reflect all approved actions, expenditures, and current balances.
- Administer the approved ASLC budget throughout the fiscal year.
- Maintain accurate financial records and accounts for the ASLC.
- Uphold and maintain the financial code.
- Shall prepare and present monthly budget reports to the Student Senate.
- Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
- To serve on at least (1) Shared governance and (1) ASLC standing committee.
- Three (3) office hours per week.
- To report directly to the President of the ASLC.

## **Publicity Commissioner**

- Coordinate all ASLC Publicity.
- Manage and post to ASLC social media accounts.
- Be a Liaison between the ASLC and the Citizen newspaper.
- Create and distribute an ASLC events master calendar as well a summary of the previous semester's events.
- Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
- Three (3) hours per week.
- To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
- To report directly to the President of the ASLC.

## **Club Affairs Officer**

- Coordinate between the ASLC Senate and the ICC (Inter Club Council) on all activities.
- Ensure that all Inter-Club Council policies are followed.
- Review Project Proposals for completion and accuracy, before adding to ASLC agenda.
- Keep accurate account of all chartered clubs and submit information to update Student Club web page.
- Oversee all ICC meetings and ICC events.
- Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
- Three (3) office hours per week.
- To serve on at least (1) Shared governance and (1) ASLC standing committee.
- To report directly to the President of the ASLC.

## **Senators**

- Senators shall participate in the planning and facilitation of ASLC events.
- All Senators of the ASLC council must hold two (2) office hours per week, making themselves available to students, faculty, and staff.
- Office hours shall be negotiated with the Secretary of Internal Operations and the Vice President of the ASLC.
- To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
- Shall perform any other functions as deemed necessary by the President of the ASLC and a majority vote of the ASLC.

**All members of the ASLC Student Senate are required to maintain the Standards of Student Conduct, as outlined in AP5500.**