

GET INVOLVED!

with the

**Associated Student
Government
of**

San Bernardino Valley College



**2008 – 2009
Current Openings**

What is the Associated Student Government (ASG)?

The Associated Students of San Bernardino Valley College offers students opportunities to share in college governance; to interact with professionals; to participate in social and cultural activities; and to create and administer their own programs and support systems that reflect diversity, instill self-reliance, ethical leadership and responsible action. Join now and discover your leadership potential through this invaluable hands-on experience.

What are the benefits of serving on ASG?

- Represent and advocate for students
- Learn how to problem-solve and face tough decisions
- Promote teamwork
- Get event programming experience
- Sell your ideas and overcome resistance
- Recognize the importance of attitude and responsibility
- Teach and coach others

What appointed positions are currently available for me to apply for on ASG?

OFFICERS

1. Campus Events Director:
 - a. Role:
 - i. Develop and implement a strategic plan of campus events and activities that serve a diverse student population to create a positive campus community.
 - ii. Serve as the chairperson of the Campus Events Committee and lead the committee in their annual goals and objectives.
2. Public Relations Director:
 - a. Role:
 - iii. Create and implement a strategic marketing plan that will promote the ASG, its programs and services.
 - iv. Maintain a positive public image for the ASG, nurture good will and mutual understanding with the SBVC and SBCCD community.
- 3.. ICC Assistant Director (elected by ICC):
 - a. Role:
 - i. Chair the ICC in the absence of the Student Organizations Director and to assist all clubs and organizations in ASG matters.
4. ICC Secretary (elected by ICC):
 - a. Role:
 - i. Assist the Student Organizations Director and ICC Assistant Director with secretarial functions of the ICC.

COMMITTEE POSITIONS

- 1) Campus Center Committee
 - a) Purpose: In conjunction with the Student Center Affairs Director, create, implement and promote programs and services within the Campus Center to support the campus community.
 - b) Responsibilities:
 - i) Provide policy recommendation for the use of the Cyber Lounge, Student Lounge and the Senate/Club Workroom to the BOD for approval.
 - ii) Provide feedback to the Office of Student Life regarding the daily management of the Cyber Lounge, Student Lounge and Senate/Club Workroom.
 - iii) Provide feedback to SBVC administration regarding any Campus Center building issues.
 - iv) Approve the use of funds from the Student Body Center Fee.
 - c) Membership
 - i) Committee chaired by the Student Center Affairs Director and includes at least three (3) SBVC students not currently in the Board of Directors.
- 2) Campus Events Committee

- a) Purpose: to plan, organize and oversee ASG events for the purpose of promoting the ASG and student participation in education and the social life of the campus.
 - b) Responsibilities:
 - i) Establish a schedule of events for the academic year to be submitted to the BOD by the third (3rd) meeting of the BOD each Fall.
 - i. In the absence of the committee, the Campus Events Direction will create an events schedule to be presented to the BOD in the timeframe stated.
 - ii) Obtain BOD approval for each large event (over \$500) by the 5th meeting of the BOD, for timely submission to the SBCCD Board of Trustees for approval.
 - iii) Facilitate the plans and paperwork as needed for each event.
 - c) Membership:
 - i) Committee chaired by the ASG Campus Events Director and includes at least three (3) SBVC students not currently serving on the BOD.
- 3) Finance Committee
- a) Purpose: To review and monitor the management of ASG financial resources and the financial risks, including procedures with respect to funding or allocations and other significant financial actions.
 - b) Responsibilities:
 - i) Establish a financial structure for current ASG processes by:
 1. Recommend Financial Bylaws according to Article X of the ASG Constitution.
 2. Providing a Funding Guide for Clubs and Departments
 3. Creating deadlines for Funding Annual Requests
 - ii) Monitor the financial statements (for General Fund & Student Rep. Fee) and ensure information is reported to the Board of Directors.
 - c) Membership:
 - i) Committee chaired by the ASG Finance Director and includes at least 3 SBVC students not currently in the Board of Directors.
 - ii) The ASG Executive Assistant will serve as an ex-officio member of the Finance Committee.
- 4) Public Relations Committee
- a) Purpose: to promote and support the marketing of ASG programs, events and services.
 - b) Will implement the ASG Marketing Plan as presented by the Public Relations Director.
 - c) Responsibilities:
 - i) Ensure and maintain the proper use of the ASG logo, publications and marketing materials.
 - ii) Support the Public Relations Director in marketing the ASG.
 - iii) Create and implement recruitment activities for the ASG.
 - d) Membership
 - i) Committee is chaired by the Public Relations Director and includes at least three (3) SBVC students not currently in the Board of Directors.

Who is eligible to apply for ASG positions?

All officers and representatives of the AS shall meet the following minimum qualifications for candidacy:

- Be enrolled in a minimum of five units at San Bernardino Valley College and maintain that level throughout their term of office.
- Maintain a minimum cumulative GPA of 2.0 (as determined by semester grades) for their entire term of office.
- Available to attend weekly meetings.
- Be a student in good standing.
- Have a current ASB Sticker
- Students who have previously served on AS for three years or more may not apply.

Who is eligible to apply for ASG committee positions?

All officers and representatives of the ASG shall meet the following minimum qualifications for candidacy:

- Be enrolled in a minimum of five units at San Bernardino Valley College and maintain that level throughout their term of office.
- Maintain a minimum cumulative GPA of 2.0 (as determined by semester grades) for their entire term of office.
- Available to attend weekly meetings. (Meetings will be determined based on committee members' availability)
- Be a student in good standing.

- Students who have previously served on ASG for three years or more as an officer may not apply.

Application Process:

1. Complete an Associated Student Government Appointed Positions Application.
2. Turn in completed application to the Office of Student Life located in Campus Center 128.
3. After confirmation of your eligibility and qualifications, you may be contacted for an interview with the ASG Interview Committee (except ICC Asst. Director & CC Secretary).
4. If selected, you will be notified within one week after the interview.

Questions? Contact:

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San Bernardino Valley College Associated Students

CANDIDATE APPLICATION

Please turn in completed application to the Office of Student Life

Committee Position Sought: Shared Governance Committee: _____

Campus Events Director Public Relations Director ICC Assistant Director

ICC Secretary Other _____

Campus Events Committee Campus Center Committee Finance Committee

Name: _____ Student ID #: _____

Address: _____ City: _____ Zip: _____

Phone#: (_____) _____ Cell Phone#: (_____) _____

Email: _____ Cum. GPA: _____

Number of units in which you are enrolled this semester: _____

Three References: Name/Title Address Phone

1) _____

2) _____

3) _____

Employer: _____

Address: _____ Phone: _____

Position: _____ From: _____ To: _____

Responsibilities: _____
