

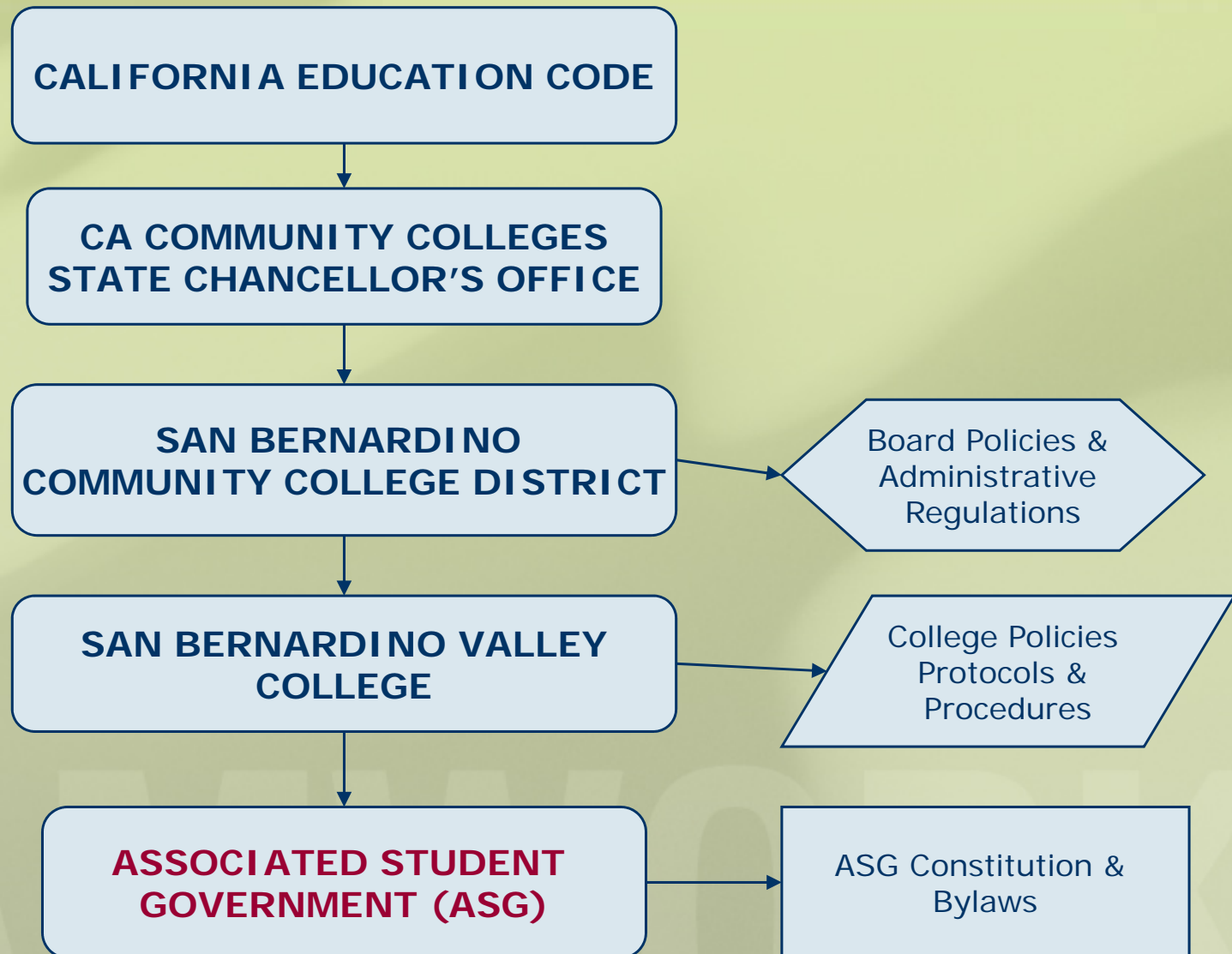


Associated Student Government

Governance & Organizational Structure

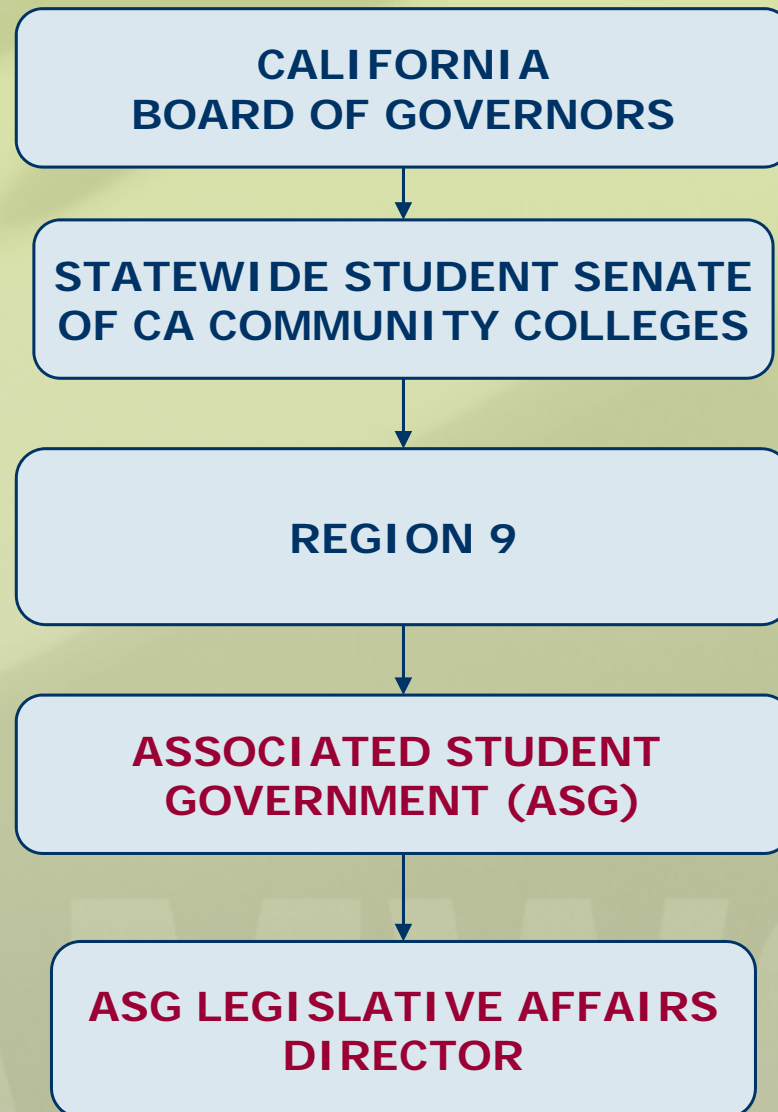


Hierarchy of Authority





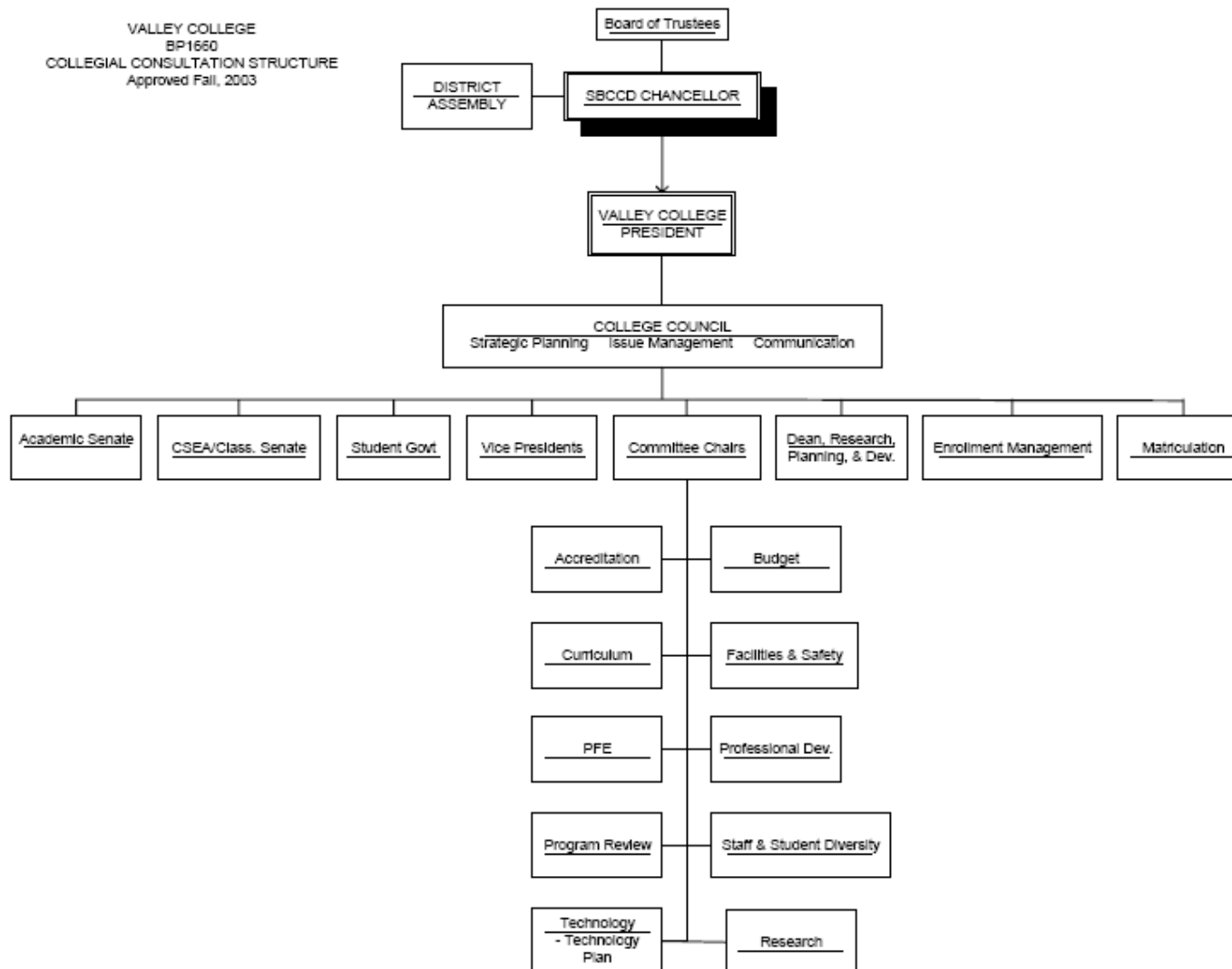
Hierarchy of Representation





SBVC Governance Structure

VALLEY COLLEGE
BP1660
COLLEGIAL CONSULTATION STRUCTURE
Approved Fall, 2003



New ASG Structure

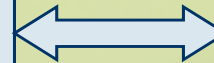


BOARD OF DIRECTORS:

President*
Vice President**
Executive Assistant***
Administrative Support Services
Director
Campus Events Director
Finance Director
Instructional Support Services
Director
Legislative Affairs Director
Public Relations Director
Student Center Affairs Director
Student Organizations Director
Student Support Services Director

SUPREME COURT:

Chief Justice**
Court Clerk/Justice
Associate Justices (3)



INTER CLUB COUNCIL:

ICC Secretary
Clubs

*Veto Power

**Chairs meetings & votes in case of a tie

***No voting power



ASG Roles & Responsibilities

■ President:

■ Role:

- Shall serve as the official representative of the students of San Bernardino Valley College, and therefore represents the student body and the ASG on appropriate occasions.
- Be responsible for all executive functions of the ASG Board of Directors, and be responsible for carrying out all legislation, sanctions, and resolutions as effectively as possible.
- Serve as a liaison between the college administration and the ASG and ensure students play a role in participatory governance.
- Be responsible for filling vacant ASG and committee positions as stipulated in the ASG Constitution.



ASG Roles & Responsibilities

■ Vice President:

■ Role:

- Shall, in the temporary absence of the President, assume all the responsibilities and powers of the President's office.
- Serve as the chairperson of the Board of Directors and carry out the administrative functions of the Board of Directors.
- Manage the day-to-day operations of the Board of Directors and report to both the ASG President and Advisor.
- Assist all committees and members of the Board of Directors in ASG matters.



ASG Roles & Responsibilities

- **Executive Assistant:**
 - **Role:**
 - Assist the President, Vice President, and Board of Directors with secretarial functions of the ASG.
 - Be responsible for coordinating, managing, and maintaining all records and materials generated by the ASG.
 - Work to establish proper and responsible record keeping, internal office procedures, and general ASG office support.



ASG Roles & Responsibilities

- **Administrative Support Services Director:**
 - **Role:**
 - Serve as a liaison to Administrative Services departments and provide feedback that will help to enhance and improve such services.
 - Collaborate with Administrative Services departments on potential services and programs to increase persistence and retention of students.

TEAMWORK



ASG Roles & Responsibilities

- **Campus Events Director:**
 - **Role:**
 - Develop and implement a strategic plan of campus events and activities that serve a diverse student population to create a positive campus community.
 - Serve as the chairperson of the Campus Events Committee and lead the committee in their annual goals and objectives.

TEAMWORK



ASG Roles & Responsibilities

■ Finance Director:

■ Role:

- To provide general supervision and management of all ASG finances.
- Shall have primary responsibility for the preparation and development of the fiscal year budget for the ASG.
- Shall be an authorized signatory on all financial processes and procedures related to the ASG finances.



ASG Roles & Responsibilities

- **Instructional Support Services Director:**
 - **Role:**
 - Serve as a liaison to Instructional Services departments and provide feedback that will help to enhance and improve such services.
 - Collaborate with Instructional Services departments on potential services and programs to increase persistence and retention.

TEAMWORK



ASG Roles & Responsibilities

- **Legislative Affairs Director:**
 - **Role:**
 - Assist the President and Board of Directors in coordinating advocacy efforts on behalf of student interests and shall represent the ASG to off-campus entities as delegated by the President or the Board of Directors.
 - Serve as the ASG representative to Statewide Student Senate and Region IX.

TEAMWORK



ASG Roles & Responsibilities

- **Public Relations Director:**
 - **Role:**
 - Create and implement a strategic marketing plan that will promote the ASG, its programs and services.
 - Maintain a positive public image for the ASG, nurture good will and mutual understanding with the SBVC and SBCCD community.

TEAMWORK



ASG Roles & Responsibilities

- Student Center Affairs Director:
 - Role:
 - Serve as the chairperson to the Student Center Committee and lead efforts in implementing services to increase persistence and retention.
 - Ensure that areas within the Student Center that are under the purview of the ASG are functioning and operating efficiently.

TEAMWORK



ASG Roles & Responsibilities

- **Student Organizations Director:**
 - **Role:**
 - To serve as a liaison between the ASG Board of Directors and all registered student organizations at SBVC and provide assistance and guidance to those organizations.
 - To serve as the Chair of the Inter Club Council and facilitate programs and services that would benefit all registered student organizations.

TEAMWORK



ASG Roles & Responsibilities

- **Student Support Services Director:**
 - **Role:**
 - Serve as a liaison to Student Services departments and provide feedback that will help to enhance and improve such services.
 - Collaborate with Student Services departments on potential services and programs to increase persistence and retention.

TEAMWORK