

ASTCC Vice-President of Finance

A minimum 2.5 GPA must be maintained during each quarter of employment as well as 10 credits per quarter. Failure to meet the criteria will result in employment termination from Student Engagement.

VICE PRESIDENT OF FINANCE

As the VP of Finance you will serve as the student's voice to oversee the S&A and club budgets, including tracking expenditures, preparing budget recommendations for future, and making recommendations for improved cost effectiveness. Oversees Student Club budget, including training club officers and advisors on the S&A Funds Request process and helping club officers navigate the process.

RESPONSIBILITIES:

Work closely with the Director of the Office of Student Engagement & Program Assistant to monitor the status of Service and Activities Fee Budget Accounts on a regular basis.

Communicate the budget account status and updates on a bi-monthly basis to the Senate and clubs.

Attend all ASTCC Executive Committee meetings.

Attend all ASTCC Senate Meetings; shall provide a budget report as well as club-related announcements.

Serve as chairman of the ASTCC Budget Committee(s).

Will lead the S&A Fee Budget development process; will present a timeline for the S&A Budget development to the Senate before the end of fall quarter.

Ensure Student Senators are trained in budget procedures.

Develop and maintain a record of the S & A budgeting policies; ensure that applicable budget policies are followed.

Serve on committees as assigned.

Fulfill other executive responsibilities pertaining to the office of ASTCC Vice President of Finance.

Shall serve as acting President in absence of the ASTCC President until such time that an election can be held.

Coordinate distribution and updating of the Club Handbook.

Attend club sanction meetings of newly formed clubs to review club handbook with members.

Attend club functions whenever possible.

Serve as a club liaison regarding policies, procedures, and fundraising. Encourage clubs to participate in activities and events.

Review club sanction forms as they are turned in; verify signatures by ASTCC President and Director of Student Life.

Maintain club budget records of funding approval and expenditures.

Ensure that all online and other student resources are current regarding club information and events.

Plan, publicize, and carry out one club fair each quarter.

Maintain a welcoming space for Clubs and Organizations to be kept clean and organized on a regular basis.

Communicate regularly with Office of Student Engagement office personnel responsible for club paperwork.

Work with ASTCC VP of Legislation & Records to monitor club attendance at all Senate Meetings and to determine availability of S&A funds.

Assure that clubs are notified of events and information.

Attend all Student Life Staff meetings and events that do not conflict with class schedule.

Recruit volunteers to assist on projects as needed.

Assist the Director of the Office of Student Engagement, as necessary.

Keep updated list of clubs and office hours posted.

Participate in summer training/Orientation, staff retreats, and weekly staff meetings.

PREFERRED QUALIFICATIONS

Experience with spreadsheet software (Excel).

Experience with bookkeeping or accounting.

Training in leadership or team building.

Experience as a TCC Senator.

ASTCC Vice-President of Legislation & Records

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VICE PRESIDENT OF LEGISLATION & RECORDS

As the VP of Legislation & Records you will serve as the facilitator of the Student Senate. You will spend a lot of time talking to students and representing student voice to the Executive Committee and in other college forums. Coordinates student legislative issues and events, serving as the WACTCSA representative. You will have opportunities to get involved in issues that affect students across the state, and work with members of the TCC administration to improve conditions for students at Tacoma Community College.

RESPONSIBILITIES

1. Attend, organize and chair ASTCC Senate meetings.
2. Attend all ASTCC Executive Committee meetings.
3. Supervise ASTCC Senators in assigned duties.
4. Submit monthly articles in The Challenge for the purpose of promotion and awareness of ASTCC.
5. Serve as Publicity Officer for the ASTCC.
6. Serve on Committees as assigned.
7. Carry out responsibilities and duties pertaining to the office of VP of Legislation & Records.
8. Act as Parliamentarian.
9. Coordinate and supervise a quarterly self-evaluation of the Senate by senate members.
10. Develop and supervise a recruiting program for ASTCC Senators.
11. Coordinate a yearly Senate activity.
12. Responsible for the publication and distribution of the official agenda of each Senate meeting.
13. Responsible for the preparation, publication, and distribution of accurate meeting minutes of each Senate meeting.

14. Responsible for all ASTCC correspondence; including, ensuring that the date, time, and place of each Senate meeting are known to each senator.
15. Responsible for the maintenance and preservation of all ASTCC records, files, and documents including, but not limited to: a bound legislative record, committee assignments, club information, committee records, and a list of current Senate members.
16. Ensure that all ASTCC Senators receive the education-training program.
17. Participate in summer training/orientation, staff retreats, and weekly staff meetings.

PREFERRED QUALIFICATIONS

1. Experience with spreadsheet software (Microsoft Suite).
2. Experience with bookkeeping or accounting.
3. Training in leadership or team building.
4. Experience as a TCC Senator.