

Associated Students of Tacoma Community College (ASTCC)

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 the office of student engagement.

Vice President of Legislation & Records

- 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. Works with advisor to reach out to faculty and staff to help solve common student issues. Works closely with ASTCC's Student Legislative Liaison by coordinating student legislative issues and events. 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.

Senate Meetings & Responsibilities:

1. Attend, organize and chair ASTCC Senate meetings.
2. Attending all ASTCC Executive Committee Meetings.
3. Act as Parliamentarian during Student Senate Meetings.
4. Responsible For the publication and distribution of the official agenda of each Senate Meeting.
5. Responsible for all ASTCC correspondence; including, ensuring that the date, time, and place of each Senate meeting are known to each senator.
6. Proofread minutes taken by Secretary during senate meetings and ensure minutes are properly distributed to the public in accordance to the ASTCC Bylaws.

Senator Care:

7. Supervise ASTCC Senators and assign duties.
8. Coordinate And supervise A quarterly self-evaluation of the Senate-by-Senate members.
9. Develop and supervise A recruiting program for ASTCC Student Senators.
10. Coordinate a yearly Senate activity.
11. Ensure that all ASTCC Senators receive education-training program.

Other Responsibilities:

12. Serve on Committees as assigned.
13. Serve as Publicity Officer for the ASTCC.

14. Carry out responsibilities and duties pertaining to the office of the VP of Legislation & Records.
15. Responsible for the maintenance and preservation of all ASTCC records, files, and documents including but not limited to:
 - ASTCC Bylaws and ASTCC Constitution most recent amendments (printed)
 - ASTCC Executive Channel/ASTCC Senate One Drive files: Senate Meeting Minutes and Agendas, Senator Training, Senate Handbook, Senate Promotion, ASTCC templates.

 - ASTCC Committee Records
 - ASTCC Club Records
 - List of current Student Senate members and club attendance at ASTCC Senate Meetings.
16. Keep The Student Engagement Canvas page current with ASTCC Senate Meeting Minutes/ Agendas, and other pertinent ASTCC Senate information. Work with the Office of Student Engagement to keep The Student Engagement Canvas calendar and event announcements current. Work with the ASTCC VP of Clubs and Finances to keep current The Student Engagement Canvas page with club announcements and events.
17. Participate in summer training/orientation, staff retreats, and weekly staff meetings
18. Act as Committee Chair of the Bylaw/Constitution Committee.
19. Attend and vote at College Council Meetings.
20. Go to Olympia when requested to participate in legislative advocacy.
21. Possible out of state travel.

Preferred Qualifications

- Experience with spreadsheet software (Microsoft Office).
- Experience with Bookkeeping or accounting.
- Training in leadership or team building.
- Experience as a TCC Senator or experience participating in formal meetings/ meetings conducted using Roberts Rules of Order.