

Schedule F



Events Representative Application

Position Summary:

Responsible for maintaining open communication between the Associated Student Government and student clubs and programs. The ASG Event Representative develops and supports the social, educational and cultural enrichment of the student body. They work closely with ASG leaders to develop college-wide events (i.e., Dr. King Celebration, Disability Awareness Day) as needed.

Desired Qualifications:

- Former Bellevue College club/program officer
- Working knowledge of Bellevue College programs and divisions
- Current or previous involvement in Bellevue College clubs/programs

Essential Job Functions:

- Agree to and Meet the Student Leadership Position Expectations
- Attend all training sessions, meetings, and retreats
- Serve on all assigned committees
- Develop a working knowledge of, adhere to, and shall be responsible for ensuring compliance of ASBC Constitution, ASBC Bylaws, and ASBC Financial Code.
- Follow Student Code of Conduct
- Encourage student participation and involvement in Bellevue College events
- Attend Club and Program meetings events as needed
- Serve as liaison between Associated Student Government and clubs and programs
- Shall assist clubs in the promotion of club meetings and events

- Notify clubs of charter status
- Organize and facilitate regular campus outreach events to ensure direct communication regarding clubs and student engagement through surveys, student town hall meetings and other initiatives
- Assist ASG staff to develop student social and educational events
- Create on-campus promotion and advertising of ASG events in collaboration with ASG Public Relations Representative
- Coordinate ASG sponsored events.
- Compile an annual report of the Associated Student Government in June to Student Life Dean
- Perform related duties as assigned.