

# Schedule A



## President Application

### Position Summary:

The ASG President is responsible for the leadership and guidance of the ASG. The ASG president is responsible for working within the guidelines as set forth in the ASG Constitution and By-Laws, and for representing the best interest and needs of the Bellevue College student body, working collaboratively with the staff, faculty, administrators, board of trustees, and constituents around the state to advocate on behalf of students.

### Desired Qualifications:

- Former or Current Associated Student Government Representative or Bellevue College club/program officer/representative
- Working knowledge of Bellevue College programs and divisions
- Experience supervising a group that directly reports to them

### 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, and adhere to the ASBC Constitution, ASBC Bylaws, ASBC Financial Code
- Follow Student Code of Conduct
- Implement all matters and responsibilities derived from ASG legislation
- Shall provide leadership and shall oversee the management and direction of the ASBC Board of Directors.
- Shall delegate any duties that are deemed necessary to accomplish ASBC goals and objectives

- Shall serve as the Chair of the ASBC Board of Directors and the ASBC Executive Board of Directors meetings and member of the College Assembly
- Shall meet regularly with and provide a constituent report to the Bellevue College President and Board of Trustees
- Shall meet regularly with the Bellevue College President, the Dean of Student Life and Leadership, the Director of Student Programs, staff, faculty, and constituents
- Assign projects and delegate tasks for completion of ASG goals to the ASG Executive Board officers.
- Responsible for reviewing, updating and implementing policies and procedures with the Executive Team and Associated Student Government Advisor
- Serve as the official Associated Student Government Spokesperson.
- Appoint all student representatives to college councils, boards and committees
- Preside over the Associated Student Government and be responsible for the overall administration.
- Chair Associated Student Government and Associated Student of Bellevue meetings (work with Public Relations Representative, Associated Student Government Secretary, and Leadership Advisor to develop agenda and minutes).
- Work directly with officers to support their responsibilities. This includes:
  - One-on-one meetings every week
- Appoint Associated Student Government officers to committees
- Attend monthly Bellevue College Board of Trustee meetings, to provide the student constituency report
- Perform related duties as assigned