

# Schedule D



## Secretary

### Position Summary:

The ASG Secretary of the ASBC Board of Directors, is responsible for meeting minutes and notes for general assembly and executive meetings.

### Desired Qualifications:

- Working knowledge of Bellevue College programs and divisions
- Has participated in or has been a member of club or program

### 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, and ASBC Financial Code
- Serve on the ASG Executive BOD, and ASG Constitution and Bylaws Review Committee.
- Distribute meeting agendas and supporting materials
- Record the minutes of ASG Executive Council, and Constitution and Bylaws Review Committee meetings.
- Record all action items voted on during official ASBC meetings and maintain as permanent record.
- Distribute and post minutes in the office and on the website
- Oversee records of the official ASBC committees including copies agendas, meeting minutes and correspondence.
- Maintain an ongoing calendar of all official ASBC meetings.

- Collaborate with ASG Public Relations Representative on the creation, management, and oversight of ASG external communications
- Maintain and post information on ASBC Bulletin Boards
- Serve as the recorder for all Associated Student Government sponsored events and meetings.
- Maintain and post minutes to the share drive, and the Associated Student Government Website
- Keep records of voting (Minutes)
- Record ASG Executive Board meeting minutes, and post to the ASG web page
- Prepare all Associated Student Government related correspondence and business documents
- Record and publish ASG business; write, maintain, and archive records of meeting agendas and minutes
- Record meeting minutes, record corrections, and distribute via email. Post minutes on the Associated Student Government bulletin board, website, etc.
- Complete an annual archive of the current year's activities, project, events and staff.
- Distribute agenda in conjunction with the Associated Student Government President.
- Prepare meeting room, projector, room setup, and cleanup.
- Post and update bulletin board and the Associated Student Government website with current weekly minute, agenda, and monthly Board of Trustees report.
- Perform related duties as assigned.