

# Schedule B



## Vice President Application

### Position Summary:

The ASG Vice President is responsible for assisting and/or performing the duties of the ASG President in their absence. They aid the President in ensuring projects are completed and moving forward.

### Desired Qualifications:

- Former or Current Associated Student Government Representative or Bellevue College club/program officer/representative
- Working knowledge of Bellevue College programs and divisions

### 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
- Follow Student Code of Conduct
- Shall ensure student concerns are heard and will refer student grievances to the appropriate processes
- Shall promote awareness of matters relating to student affairs and pluralism on campus to the Associated Student Government of Bellevue College
- Fulfill the duties of the ASG President in the event of the absence, resignation, or forfeiture of the ASG President from office

- Meets weekly with the Associated Student Government President
- Attend ongoing student leadership training opportunities, conferences and workshops
- Collaborate with the Secretary to chair the bylaws revision process.
- Facilitate the organization of Associated Student Government office hours and meetings
- Chair ASG BOD Meetings as needed
- Oversee the attendance and performance of members on standing committees
- Compile an annual report of the Associated Student Government in June to Student Life Dean
- Perform related duties as assigned.