

Associated Students of Foothill College (Student Government)

ASFC Elected Position Job Descriptions

These descriptions are for a basic reference, and are not limited to just what is said below. For better understanding email and/or set up a meeting with ASFC Advisor Daphne Small smalldaphne@fhda.edu.

ASFC President: Expect a weekly time commitment of 10-15 hours. The President motivates and unites the various boards in student government. The president sets the agenda for weekly Campus Council meetings, chairs those meetings, and is available to solve student issues on campus.

- Chair weekly Campus Council meetings Thursdays 2:00-4:00 PM.
- Chair President's Board meetings & Cabinet meetings.
- Attend weekly ASFC budget meetings Tuesdays 2:00-4:00.
- Attend shared governance, Academic Senate, and SSCCC meetings
- Meet weekly with ASFC Advisor & bi-monthly with Dean of Students.
- Highly recommended to be familiar with parliamentary procedure and be active in ASFC for the academic year.



*All ASFC Vice Presidents:

- Attend weekly Campus Council meetings held Thursdays 2:00-4:00 PM (required)
- Attend a college or district Shared Governance meeting (required)
- Meet weekly with the ASFC Advisor
- Should expect a weekly time commitment of 5-10 hours
- Chair weekly meetings of their designated board or council

Vice President of Finance: The VP of Finance oversees the ASFC budget of over \$500,000. The VP accepts requests throughout the year and creates the budget for the next academic year.

Vice President of Administration: The VP of Administration oversees ASFC accountability, the by-laws and constitution as well as managing ASFC office supplies. The VP also oversees ASFC marketing & OwlCard promotion, and is in charge of ASFC Elections every year.

Vice President of Activities Council: The VP of Activities organizes Welcome Weeks, weekly activities, big events, and works with the heritage months, focused on building community through activities. The VP of Activities regularly attends events, many scheduled 12:00-1:00 PM.

Vice President of Inter Club Council (ICC): The VP of ICC works to charter and promote clubs, organizes club days, and facilitates funding and activity requests for clubs. This position has the power to set club procedures in an effort to make programs accessible and organized for clubs.

Vice President of Senate: The VP of Senate is in charge of promoting political advocacy and awareness. The VP organizes the yearly political awareness day event. The VP also leads the board in short, and long-term projects to improve Foothill College.

Senators (6 positions available): Expect a weekly time commitment of 5 hours. 6 Senators will be elected, and will assist the Senate Board in political advocacy & awareness. Also they'll assist in guiding the ASFC towards its long term goals, through individual initiatives and long term projects.

- Attend weekly Senate meetings
- Attend Campus Council weekly Thursdays 2:00-4:00 PM
- Attend college or district Shared Governance meetings