



# Associated Students

## Bill Number 03

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Subject: Inter-Club Council Co-Chairs & Secretary Org. Directive Revision Date: 10/11/2023

**Whereas:** The job description of the Inter-Club Council Co-Chairs in the Organizational Directive does not accurately reflect the responsibilities of the Co-Chairs. Additionally, a job description for the Inter-Club Council Secretary does not currently exist in the Organizational Directive. In order to provide a more accurate description of the responsibilities of the Co-Chairs and secretary, the following revisions shall be made:

The job description of the Inter-Club Council Co-Chairs currently states:

The INTER-CLUB COUNCIL CO-CHAIRS shall:

- Alternately chair the ICC meetings
- Schedule weekly ICC officer meeting with the ICC advisor
- Abide by the A.S. Attendance Policy and Government Contract
- Attend at least one Board of Trustees meeting each semester
- Arrange a minimum of six (6) hours of office time per week. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
- Submits a Work-In-Progress Form the 6th and 12th week of each semester
- Serves as a voting member on the A.S. Executive Board
- Serves on at least one College-Wide Committee
- Attend the A.S. Leadership Conference
- Coordinates club participation days (i.e. Join-A-Club)
- Speak on behalf of and represent the Inter-Club Council
- Maintain student awareness if ICC activities using available methods of publicity
- Takes accurate minutes at each ICC meeting and maintains a documented file of all ICC meetings. Minutes must be placed in all club mailboxes no later than Thursday preceding the next meeting

- Keeps a record of club representatives present at ICC Council meetings
- Notifies the club advisor when there has been no representation at an ICC meeting by a club
- Posts club/ICC activities on the A.S. marquee and the digital marquee maintained by the Public Information Office
- Creates publicity for ICC sponsored/co-sponsored events
- Attends a minimum of three club meetings representing different clubs per semester
- Upon resignation or at the end of the elected term, submit a written report to include: benefits and drawbacks of serving in this leadership position, summarization of accomplishments and recommendations for improving Student Government

A job description of the Inter-Club Council Secretary does not exist in the current Organizational Directive.

*Therefore:* It shall be rewritten as the following:

The INTER-CLUB COUNCIL CO-CHAIRS shall:

- Alternately chair the ICC meetings
- Schedule weekly ICC officer meeting with the ICC advisor
- Abide by the A.S. Attendance Policy and Government Contract
- Attend at least one Board of Trustees meeting each semester
- Arrange a minimum of six (6) hours of office time per week. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
- Submits a Work-In-Progress Form the ~~6th and 12th~~ 8th week of each semester
- Serves as a voting member on the A.S. Executive Board
- Serves on at least one College-Wide Committee
- Attend the A.S. Leadership Conference
- Coordinates ~~club~~ RSCO participation days (i.e. Join-A-Club)
- Speak on behalf of and represent the Inter-Club Council
- Maintain student awareness ~~if~~ of ICC activities using available methods of publicity
- Takes accurate minutes at each ICC meeting and maintains a documented file of all ICC meetings only if an ICC Secretary is not appointed. Minutes must be ~~placed in all club mailboxes~~ completed no later than Thursday preceding the next meeting
- Keeps a record of ~~club~~ RSCO representatives present at ICC Council meetings
- Notifies the ~~club~~ RSCO advisor when there has been no representation at an ICC meeting by a club

- Posts ~~club~~ RSCO/ICC activities on the ~~A.S. marquee~~ and the digital marquee maintained by the ~~Public Information Office~~ Office of Marketing and Communication
- Creates publicity for ICC sponsored/co-sponsored events
- Attends a minimum of three ~~club~~ RSCO meetings representing different ~~clubs~~ RSCO's per semester
- Upon resignation or at the end of the elected term, submit a written report to include: benefits and drawbacks of serving in this leadership position, summarization of accomplishments and recommendations for improving Student Government
- Puts RSCOs in different categories (e.g., academic, cultural,...) each semester

The INTER-CLUB COUNCIL SECRETARY shall:

- Record, transcribe, and maintain minutes for all ICC meetings
- Attend all A.S. Executive Board meetings as an advisory voting member
- Attend the A.S. Leadership Conference
- Assist in the creation of ICC events (i.e. Join-A-Club)
- Help manage ICC social media accounts
- If a secretary is not appointed, the Co-Chairs assume the administrative responsibilities.

By making these changes, the job descriptions of the ICC Co-Chairs provide a more thorough understanding that better represents their responsibilities as leaders on campus. The addition of a job description for the ICC Secretary also allows for easier access to their responsibilities and ensures that there is a clear understanding of this leadership role.

**Be it resolved:** That the A.S. Senate, the A.S. Executive Board, and the A.S. President approve

Inter-Club Council Co-Chairs & Secretary Org. Directive Revision

A.S. Senate			
For: <u>15</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>10/3/23</u>

A.S. Executive Board			
For: <u>unanimous</u>	Against: _____	Abstain: _____	Date: <u>10/3/23</u>

A.S. President	
<u>[Signature]</u>	Date <u>11/09/23</u>