



ASGBC President

Position Description

Position Summary: The President of the Associated Student Government of Bellevue College (ASGBC) is responsible for the overall leadership and direction of the ASGBC. As the primary leader and official spokesperson of the Bellevue College student body, the President advocates for the best interests and needs of Bellevue College students at various levels. This involves collaboration with staff, faculty, administrators, trustees, and students to represent student concerns effectively. The President must fulfill all responsibilities while adhering strictly to the ASGBC Constitution, Bylaws, Financial Code, and other relevant governing documents.

POSITION: President

DEPARTMENT: Associated Student Government of Bellevue College

SALARY: \$23,000

EMPLOYMENT START DATE: July 1st, 2024

EMPLOYMENT END DATE: June 30, 2025

APPLICATION OPENS: February 26th, 2024

APPLICATION CLOSES: March 31st, 2024

Required Qualifications:

Presidential candidates are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Candidates are expected to present prior experience in leadership, in at least one of the following areas:
 - i. Served as an ASG Officer.
 - ii. Served as an ASG Student Senator.
 - iii. Served in a leadership position in a chartered student organization at Bellevue College for at least one quarter.
 - iv. Served in a student leadership position at Bellevue College for at least one quarter.

Essential Job Functions:

The President of the ASGBC shall:

- A. Serve as the Chair of the Board of Directors and have the power to vote.
- B. Provide leadership and oversee the management and direction of the Board of Directors, and the Associated Student Government of Bellevue College.
- C. Serve as a member of the Student Technology Fee (STF) Committee, Student Environmental Sustainability Fee Committee (SESF), and the Services & Activities Fee Committee (S&A).
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Stay updated on the activity of all standing ASG committees, and task forces.
- F. Coordinate with the Vice President and the Chief of Administration on internal operations & functions.
- G. Serve as the official spokesperson for the Associate Student Government.
- H. Delegate any duties that are deemed necessary to accomplish ASG goals and objectives.
- I. Distribute tasks and/or projects to the Board of Directors.
- J. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces. In the event that the ASG President may have a conflict of interest with the committee in question, the ASG Vice President shall be responsible for appointing the student(s) to the committee. Councils, committees, boards, and task forces may include, but are not limited to:
 - a. Tenure Review Committee
 - b. Citation Review Committee
 - c. Student Conduct Committee
 - d. Student Academic Grievance Committee
 - e. Bellevue College Governance: Resources and Planning Council (3 Students).
 - f. Bellevue College Governance: Student Success Council (3 Students).
 - g. Bellevue College Governance: Infrastructure Council (3 Students).
 - h. Bellevue College Governance: Council on Inclusion & Diversity (3 Students).
- K. Ensure that the Board of Directors members, including the Vice President are fulfilling their job responsibilities.
- L. Oversee and lobby for political efforts at the city, county, and state level. At the state level, this may include providing public testimony to the House and Senate Committees.
- M. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- N. Attempt to the best of their ability to implement all matters and responsibilities derived from ASG legislation which has been approved by the Student Senate.
- O. Shall meet regularly with and provide a constituent report to the Bellevue College President and Board of Trustees.
- P. Shall meet regularly with the Bellevue College President, the Dean of Student Life and Leadership, the Director of Student Engagement, staff, faculty, and constituents.
- Q. Serve as the student representative on College Assembly.
- R. Hold a one-on-one meeting with each Board of Directors member during the academic quarter at least once.

- S. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washinton State laws, and Federal laws.
- T. Lead the Board of Directors procedures, and work collaboratively with the Board of Directors to establish timelines, application materials, interview procedures, etc; for the hiring process.
- U. Be accountable for nineteen hours of work per week. During this period, the President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise guide the work of the Associated Student Government.
- V. Hold a monthly one-on-one meeting with the Associated Student Government Advisor(s).
- W. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- X. Hold regular meetings with Student Senate leadership and attend at least two Senate meetings per quarter.
- Y. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- Z. Complete weekly, and quarterly reports as directed by the Chief of Administration.