



# ASGBC Vice President

## Position Description

Position Summary: The Vice President of the Associated Student Government of Bellevue College (ASGBC) is responsible for assisting and/or performing the duties of the President in their absence. Serving as the Speaker of the Student Senate, they steer the direction and leadership of the Senate, ensuring effective governance and representation of student interests at Bellevue College. The Vice President must fulfill all responsibilities while adhering strictly to the ASGBC Constitution, Bylaws, Financial Code, and other relevant governing documents.

**POSITION:** Vice President

**DEPARTMENT:** Associated Student Government of Bellevue College

**SALARY:** \$22,000

**EMPLOYMENT START DATE:** July 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** February 26<sup>th</sup>, 2024

**APPLICATION CLOSES:** March 31<sup>st</sup>, 2024

### Required Qualifications:

Vice 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 Vice President of the ASGBC shall:

- A. Serve as a voting member of the Board of Directors.
- B. Serve as the Speaker of the Senate. The Speaker is responsible for enforcing the Senate Standing Rules, directing discussion, announcing decisions, and the overall leadership of the Senate. The Speaker shall not have the power to vote, except in the occurrence of a tie.
- C. Fulfill the duties of the President in the event of the President's absence, resignation, or forfeiture of office.
- D. Attend all mandatory training sessions, meetings, and retreats.
- E. Meet weekly with the ASG President to provide them updates regarding internal ASG operations pertaining to the Board of Directors and the Student Senate.
- F. Complete projects and tasks assigned by the ASG President.
- G. Serve as the ASG President's proxy on ASG standing committees when directed by the ASG President.
- H. Work with the Chief of Administration to maintain attendance, performance and membership records for the Board of Directors, Student Senate and ASG Standing Committees.
- I. Work with the Senate Vice Speaker and the Senate Clerk to maintain records of the Student Senate, especially records pertaining to legislation, agendas, minutes, attendance, and membership.
- J. Hold a one-on-one meeting with each ASG Student Senator at least once during each academic quarter.
- K. Work with the Chief of Administration to facilitate the organization of Associated Student Government office hours and meetings.
- L. Ensure student concerns are heard and will refer student grievances to the appropriate processes.
- M. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- N. 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, Washington State laws, and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the Vice President may hold office hours, attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- S. Perform related duties and tasks as assigned by the ASG President.

