

VICE PRESIDENT

(President and Vice President run as a joint ticket)
Petitions are with the Presidents application



DESCRIPTION:

This person is responsible for the official actions made by the Central Committee, maintaining organized official records of those actions, acting as a facilitator for academic programs for ASC, representing the student body on the Undergraduate Council and the Student Board of Appeals, managing various funds within ASC, and supporting the ASC President in needed capacities.

QUALIFICATIONS:

This person must be very well organized, able to have many important projects going at once, have strong communication skills, assertive, able to represent views and opinions other than their own, comfortable in leadership, while being able to balance the roles of leader and follower. This applicant must be a junior or senior. A minimum cumulative GPA of 3.0 is required.

TIME COMMITMENT:

10 hours of scheduled office hours.

15-20 hours per week (approximately, including minimum office hours).

On call for extra hours per week as needed for ASC

Need to be flexible

GENERAL RESPONSIBILITIES:

1. Assume official duties of President in his/her absence.
2. Assist the President in all capacities agreed upon.
3. Serve as a student representative on the Student Board of Appeals.
4. Chair/organize the Student Project Fund Committee with the ASC President (meetings held once a semester).
5. Work with President as ASC's official representative to the administration and the community (i.e., University President's cabinet).
6. Meet with the ASC Advisor and President weekly (or bi-weekly, as needed).
7. With ASC President, meet regularly with the Vice President of Student Life & Dean of Community Life.
8. Serve as a member of the ASC Finance Committee.
9. Maintain accurate and organized records and files.
10. Over see the Student Project Fund, making sure that projects are complete before term of office is over.
11. Assist in meeting with students regarding the Academic Need Fund.
12. Be a student representative for Undergraduate Scholarship Committee and the Academic Appeals Board.
13. Manage and Facilitate the Academic Pursuit Fund, Student Project Fund, Student Need Fund, and the Social Responsibility Fund.
14. Meet monthly with and oversee the ASC Senate.

CENTRAL COMMITTEE RESPONSIBILITIES:

1. Attend weekly Central Committee meetings (approx. two hours).
2. Submit a written monthly report for each month (deadlines communicated by ASC advisor).
3. Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
4. Attend all leadership forums as required by Central Committee.
5. Attend Leadership Training and In-Service.
*Arrive 1 week prior to Leadership Training to prepare with President.
6. Have scheduled office hours (10 hours per week minimum).
7. Keep a journal of all concerns, ideas, and student contact.

HONORARIUM: Inquire at the ASC offices.