



## Vice-President of Representation

### **DESCRIPTION:**

This person is responsible for seeing that ASC student government follows the ASC Constitution, By-Laws, and standing rules and will facilitate any appeals, amendments, recalls, and constitutional questions. All ASC elections will be the responsibility of the Vice President of Representation, who functions as the Elections Committee Chairman. In addition, this individual will direct and oversee the Campus Representative Committee, which consists of one elected representative from each living area (PCWB, CoEd, Houses, Apartments, HMS), 2 commuter representatives, one nominated multi-cultural representative, and one nominated international representative. This person will be responsible for representing the student body, keeping the ASC Constitution, By-Laws, and standing rules accurate with current job descriptions, the Community Life Fund, school rules, and moral and ethical codes under God. This person facilitates, collaborates with, and supports projects and initiative undertaken by the Campus Representatives. This person also collaborates closely with Residence Life for Community Life Fund events.

### **QUALIFICATIONS:**

This person must be willing to read and gain a good working understanding of the ASC Constitution, have the ability to lead, motivate and direct individuals, have strong analytical and communication skills, be self-motivated and capable of attending to details. This individual must be creative, organized and detail-oriented, and uphold and stand behind the Lifestyle Agreement.

A minimum cumulative GPA of 3.0 is required.

### **TIME COMMITMENT:**

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

Needs to be flexible.

### **GENERAL RESPONSIBILITIES:**

- Serve as chairperson of the Campus Representatives Committee and Elections Committee.
- Call weekly meetings of the Campus Representatives Committee.
- Build up the Campus Representatives Committee to effectively represent and serve the student body.
- Be responsible to see that all appeals, amendments, recalls, and questions of constitutionality brought before the Campus Representatives Committee are considered.
- Maintain the official copy of the ASC Constitution, By-Laws, and standing rules.
- Amend the Constitution and write in these changes when approved by both Central Committee and Campus Representatives Committee.
- Plan, execute, (and publicize when needed) all ASC elections. (ASC Central Committee and Campus Representatives).
- Meet twice a month with the ASC Advisor.
- Meet twice a month with the ASC President.
- Be aware of student discipline policies and community issues.
- Serve as a liaison between students and administration on policy issues.

### **CENTRAL COMMITTEE RESPONSIBILITIES:**

- Attend weekly Central Committee meetings (approx. two hours).
- Submit a written monthly report by the last day of each month.
- Complete a program evaluation for all activities and projects as needed.
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
- Attend all leadership forums as required by Central Committee.
- Attend Leadership Training and In-Service.
- Have scheduled office hours (10 hours per week minimum).

**HONORARIUM:** Inquire at the ASC Offices.