

# Student Senate for California Community Colleges

Regional Board Officers

Job Duties

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## **REGION CHAIR/REGIONAL AFFAIRS DIRECTOR**

The Region Chair/Regional Affairs Director shall:

1. Act as the official spokesperson of the Region.
2. Serve as a voting member on the Student Senate for California Community Colleges Board of Directors.
3. Serve on two Student Senate for California Community Colleges internal committees.
4. Serve on at least one statewide participatory governance committee.
5. Establish and maintain communication with the local student body associations of the Region.
6. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the Region with the consent of the Region Delegate Assembly that do not contradict with the legislative priorities, mission, and values of the Student Senate for California Community Colleges and/or the Board of Directors.
7. Preside over all meetings of the Region Delegate Assembly and Region Executive Board.
8. Prepare and disseminate all meeting agendas of the Region Delegate Assembly and Region Executive Board.
9. Present two annual State of the Region addresses, one at the beginning and at the end of the term.
10. Make regular visits to each local student body association per academic year as resources allow.
11. Shall serve as an alternate voting member on any Student Senate for California Community Colleges internal committee in the absence of any other region officer.
12. Serve as a non-voting ex-officio member of all Region committees.

## **REGION VICE CHAIR**

The Vice Chair shall:

1. Assume the duties of the Region Chair/ Regional Affairs Director in their absence.
2. Immediately succeed in the position of Region Chair/ Regional Affairs Director once the position becomes vacant.

3. Be generally responsible for the system activities of the Region and strive to ensure each campus participates in shared governance.
4. Be generally responsible for the internal affairs of the Region, including accountability reports and keeping record of Region Committee Membership.
5. Maintain an accurate record of all local student body association executive officers and their governing documents.
6. Chair the Region Rules and Resolutions Committee.
7. Must serve as a voting member on one of the following Student Senate for California Community Colleges internal committees: Rules and Resolutions Committee, Events Committee, or Equitable Practices Committee. No more than four vice chairs shall serve on a Student Senate for California Community Colleges internal committee.
8. May serve as an alternative voting member in the absence of any regional officer on any Student Senate for California Community College internal committee.
9. Serve as a non-voting ex-officio member of all Region committees.

#### **LEGISLATIVE AFFAIRS DIRECTOR**

The Legislative Affairs Director shall:

1. Direct all legislative and advocacy efforts of the Region.
2. Serve as a voting member on the Student Senate for California Community Colleges Board of Directors.
3. Facilitate communication with government representatives in their region, including district offices of statewide officials.
4. Disseminate and communicate all pertinent legislative information and advocacy efforts throughout the region.
5. Preside over all meetings of the Region Legislative Affairs Committee.
6. Prepare and disseminate all meeting agendas of the Region Legislative Affairs Committee.
7. Engage as many community college students in the region as possible in legislative advocacy, and uplift community college student concerns.

#### **REGION TREASURER**

1. Keep accurate records of financial transactions of their region.
2. Develop and maintain the annual budget of their Region.
3. Provide detailed quarterly budget reports to their Region.
4. Oversee the regional banking account with SSCCC staff.

5. Organize the fundraising event to promote the SSCCC Mission and Goals with their Region.
6. Update and maintain all SSCCC finance policies of their Region.
7. Submit the monthly treasurer report to the Regional Affairs Director (or Designee).
8. Serve as the Chair of the Internal Region Finance Committee.
9. Serve as the Member of the statewide SSCCC Regional Finance and Fundraising Committee.
10. Execute any additional duties by their Region.

### **REGION COMMUNICATIONS OFFICERS**

1. Be generally responsible for the communications of the Region.
2. Create, maintain, and/or revise all marketing materials for the Region.
3. Create and maintain a calendar of Region events.
4. Serve as the Chair of the Regional Communications Committee.
5. Be a voting member of the Regional Executive Board.
6. Work with the Vice President of Communications to ensure regular maintenance and accuracy of the website.
7. Establish and maintain communication with the local Student Body Associations.
8. Provide the Executive Board with draft minutes within seven (7) calendar days of a Region Delegate Assembly or Executive Board meeting.
9. Serve as a voting member of the SSCCC Communications Committee.
10. Execute additional duties as assigned by the Region Delegate Assembly.

Approved by the Board of Directors May 1, 2020