



## **Student Senate for California Community Colleges**

### **Regional Board Officer 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. Make appointments to the Region internal committees to be confirmed by the Delegate Assembly.
6. Establish and maintain communication with the local student body associations of the Region.
7. Actively recruit students to serve on statewide external committees, regional internal committees, and testimonies or panels.
8. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the Region 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.
9. Preside over all meetings of the Region Delegate Assembly and Region Executive Board.
10. Prepare and disseminate all meeting agendas of the Region Delegate Assembly and Region Executive Board.
11. Present two annual State of the Region addresses, one at the beginning and at the end of the term.
12. Make regular visits to each local student body association per academic year as resources allow.
13. Maintain a list of verified Delegates for the Region.
14. 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.
15. 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. May succeed to the position of Region Chair/Regional Affairs Director, unless the succession cannot be carried out, vacancies shall be filled by election.

3. Collect and maintain record of Region Committee Membership, Region Reports, and other official documents as necessary.
4. Prepare and maintain the Region Accountability Reports.
5. Chair the Region Internal Affairs Committee.
6. Actively recruit students to serve on statewide external committees, regional internal committees, and testimonies or panels.
7. Must serve as a voting member on the Internal Affairs 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. May serve as a voting member on the SSCCC Board of Directors in the absence of a Regional Director, unless otherwise notified by the SSCCC Board of Directors.
10. 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. Actively recruit students to serve on statewide external committees, regional internal committees, and testimonies or panels.
6. Preside over all meetings of the Region Legislative Affairs Committee.
7. Prepare and disseminate all meeting agendas of the Region Legislative Affairs Committee.
8. Engage as many community college students in the region as possible in legislative advocacy, and uplift community college student concerns.
9. Be organized and reliable.

### **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. Actively recruit students to serve on statewide external committees, regional internal committees, and testimonies or panels.
7. Update and maintain all SSCCC finance policies of their Region.
8. Submit the monthly treasurer report to the Regional Affairs Director (or Designee).
9. Serve as the Chair of the Internal Region Finance Committee.
10. Serve as the Member of the statewide SSCCC Regional Finance and Fundraising Committee.
11. 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. Actively recruit students to serve on statewide external committees, regional internal committees, and testimonies or panels.
9. Provide the Executive Board with draft minutes within seven (7) calendar days of a Region Delegate Assembly or Executive Board meeting.
10. Serve as a voting member of the SSCCC Communications Committee.
11. Execute additional duties as assigned by the Region Delegate Assembly.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors March 13, 2021

Approved by the Board of Directors June 10, 2023