

# 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 the Regional Affairs Committee and one other internal committee.
4. Make appointments to the Region internal committees to be confirmed by the Delegate Assembly.
5. Establish and maintain communication with the local student body associations of the Region at least monthly.
6. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the Region and in consultation with the President and the Executive Director.
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. Maintain constant communication with the Region Executive Board, particularly the Communications Officer, and the Vice President of Regional Affairs.
10. Present two annual State of the Region addresses, one at the beginning and at the end of the term.
11. Make regular visits to each local student body association per academic year as resources allow.
12. Maintain a list of verified Delegates for the Region.
13. 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.
14. Serve as a non-voting ex-officio member of all Region committees.
15. Execute any additional duties by their Region.

## **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. 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. Maintain constant communication with the Region Executive Board, particularly the Regional Affairs Director, and the Vice President.
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. Serve as a non-voting ex-officio member of all Region committees.
10. Execute any additional duties by their Region.

## **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. Serve on the Legislative Affairs Committee and one other internal committee.
4. Facilitate communication with government representatives in their region, including district offices of statewide officials.
5. Disseminate and communicate all pertinent legislative information and advocacy efforts throughout the region.
6. Maintain constant communication with the Region Executive Board, particularly the Regional Affairs Director, and the Vice President of Legislative Affairs.
7. Preside over all meetings of the Region Legislative Affairs Committee.
8. Prepare and disseminate all meeting agendas of the Region Legislative Affairs Committee.
9. Engage as many community college students in the region as possible in legislative advocacy, and uplift community college student concerns.
10. Execute any additional duties by their Region.

## **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. Maintain constant communication with the Region Executive Board, particularly the Regional Affairs Director, and the Vice President of Finance.
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 responsible for the communications of the Region.
2. In collaboration with the Region Executive Board, create, maintain, and/or revise all communication materials for the Region.
3. In collaboration with the Region Executive Board, create and maintain a content calendar for monthly postings of the region.
4. Create a monthly region newsletter.
5. Serve as the Chair of the Regional Communications Committee.
6. Be a voting member of the Regional Executive Board.
7. Work with the Vice President of Communications to ensure regular maintenance and accuracy of the region page on the SSCCC website.
8. Establish and maintain communication with the local student body associations at least monthly.
9. Take minutes during each of the Region Delegate Assembly and Region Executive Board meetings and submit draft minutes within seven (7) calendar days of the meeting g.
10. Maintain constant communication with the Regional Affairs Director and Vice President of Communications.
11. Serve as a voting member of the SSCCC Communications Committee.
12. Execute additional duties as assigned by their Region.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors March 13, 2021  
Approved by the Board of Directors January 15, 2022