

# Student Senate for California Community Colleges

Vice President

Job Duties

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The Vice President shall:

1. Assume the duties of the President in their absence.
2. Update, maintain, and distribute board accountability reports and prepare the Stipend Report for the Executive Committee review.
3. Chair the Accountability Panel unless otherwise stated in the Accountability Policy.
4. Monitor and follow up on appointments to the Internal committees.
5. Chair the Audit, Diversity, Equity, and Inclusion, and Internal Affairs Committees.
6. Coordinate the evaluations of the Board each May.
7. Serve as a non-voting ex-officio member of all Board committees.
8. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the SSCCC.
9. Collaborate with other internal committees to ensure better coordination of the regions.
10. Maintain constant communication with the vice chairs and support them in their role.
11. In collaboration with the Board of Directors, provide regular training opportunities for vice chairs as resources allow.
12. Maintain constant communications with the President, Executive Director, and the Board of Directors.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors March 13, 2021

Approved by the Board of Directors July 17, 2021

Approved by the Board of Directors January 15, 2022