

# Student Senate for California Community Colleges

President

Job Duties

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The President shall:

1. Preside over all meetings of the full Delegate Assembly, Board, and Executive Committee.
2. Act as the official spokesperson of the Senate.
3. Act as one of the official representatives of the Senate to the California Community Colleges Consultation Council.
4. Facilitate communications with other system partners (i.e., Chancellor's Office, FACCC, ASCCC, and others) and student organizations (University of California Student Association and the California State Student Association).
5. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the Senate in support of SSCCC positions, mission, and purpose.
6. Appoint students to the external committees and system participatory governance entities that are not already reserved.
7. Approve all meeting agendas of the full Delegate Assembly, Board of Directors, and Executive Committee meetings prior to dissemination.
8. Present an bi-annual State of the Senate address at fall and spring events in collaboration with the Executive Committee.
9. Make regular visits to each region per academic year as resources allow.
10. Serve as a non-voting ex-officio member of all Board committees.
11. Maintain constant communications with the Board of Directors and the Executive Director.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors January 15, 2022

# 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

# Student Senate for California Community Colleges

Vice President of Regional Affairs

Job Duties

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The Vice President of Regional Affairs shall:

1. Be generally responsible for the regional activities of the Senate in collaboration with the President.
2. Work with the Executive Director to develop a region activation strategic plan beginning in July.
3. Serve as chair of a region in the event of a vacancy of a regional affairs director or in an inactive region.
4. Work with the Executive Director to activate regions and increase college engagement and participation.
5. Maintain an accurate roster of all region officers and region delegate assembly.
6. In collaboration with the region officers, notify regions of any vacancies on the Board from their region.
7. Make quarterly region activation reports to the Board of Directors.
8. Maintain constant communication with the regional affairs directors and support them in their role.
9. Preside over all meetings of the Regional Affairs Committee.
10. Serve as a non-voting ex officio member on each Region Executive Board.
11. Collaborate with other internal committees to ensure better coordination of the regions.
12. In collaboration with the Board of Directors, provide regular training opportunities for regional affairs officers as resources allow.
13. 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 January 15, 2022

# Student Senate for California Community Colleges

Vice President of Legislative Affairs

Job Duties

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The Vice President of Legislative Affairs shall:

1. Be responsible for the legislative activities of the Senate, as directed by the Board and in collaboration with the President on issues that overlap for both roles.
2. Act as one of the official representatives of the Senate to the California Community Colleges Consultation Council and attending all meetings.
3. Collaborate with the Associate Director to facilitate communications with the Office of the Governor of California, California State Legislature, California Student Aid Commission, and other appropriate entities related to the legislative work of the SSCCC.
4. Make monthly legislative reports to the Board of Directors.
5. Facilitate the development of the SSCCC priorities, track current legislation, and recommend legislative positions to the Board of Directors.
6. Sign legislative correspondence when supported by the Board of Directors, resolutions, or other positions in line with the SSCCC priorities.
7. Collaborate with the Associate Director to coordinate legislative visits to the California State Capitol, district offices, and other government entities as resources allow.
8. Preside over all meetings of the Legislative Affairs Committee.
9. Serve as a non-voting ex-officio member on each Regional Legislative Affairs Committee.
10. Be responsible for communicating and representing the SSCCC legislative positions and priorities in legislative coalitions in collaboration with the President on issues that overlap for both roles and Executive Director.
11. Maintain constant communication with the Legislative Affairs Directors and support them in their roles.
12. ~~In conjunction~~ Collaborate with the Associate Director, coordinate communication with system partners pertaining to pending legislation.
13. Collaborate with other statewide internal committees to ensure better coordination of the regions.
14. Provide regular training opportunities on advocacy in collaboration with the Board of Director to legislative affairs directors as resources allow.
15. Maintain constant communications with the President, Executive Director, Associate Director, and the Board of Directors.
16. Attend Assembly Higher Education, Senate Education, and other relevant legislative committee hearings in Sacramento to testify on sponsored and

co-sponsored bills and “me toos” to SSCCC-supported bills. These hearings may be held weekly from late February through June in Sacramento.

17. Attend relevant Assembly Budget Subcommittee 2 and Senate Budget Subcommittee 1 hearings and provide public comment.
18. In the event the VPLA cannot attend a hearing to testify or provide public comment, they will need to have an executive officer, RAD, or LAD attend in their place.
19. Have access to reliable transportation to the state capitol in Sacramento provided by the SSCCC. Note: if an individual is unable to attend, an accommodation will be made to identify another representative.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors January 15, 2022

Approved by the Board of Directors January 14, 2023

Approved by the Board of Directors June 10, 2023

# Student Senate for California Community Colleges

Vice President of Finance

Job Duties

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The Vice President of Finance shall:

1. Assist in the development of the annual budget in collaboration with the Finance Committee and Executive Director.
2. Oversee accuracy and efficiency of financial management by working with the Executive Director to review and update the fiscal policies and procedures and training all Board members and relevant leaders about the policies and procedures.
3. Work with the Executive Director to develop appropriate budgets (operating, product/program-based, etc.) that are approved by the Board.
4. Oversee management of financial resources from timely generation and analysis of relevant financial information.
5. Assist with coordinating and implementing SSCCC Board fundraising and oversee the Region Fundraising through the Regional Finance and Fundraising Committee.
6. Preside over all meetings of the Finance Committee and Regional Finance and Fundraising Committee.
7. Maintain constant communication with the treasurers and support them in their role.
8. In collaboration with the Board of Directors, provide regular training opportunities for treasurers as resources allow.
9. 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 January 15, 2022

# Student Senate for California Community Colleges

Vice President of Communications

Job Duties

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The Vice President of communications role is strategic and has a heavy emphasis on brand management and region communication coordination.

The Vice President of Communications shall:

1. Work with regional affairs directors to facilitate communication in all ten regions, particularly when no communications officers are elected.
2. Serve as communications officer for those regions without any regional officers to ensure regions have some connection to SSCCC.
3. Collaborate with the regional affairs directors and communications officers to expand the SSCCC reach.
4. Collaborate with the Executive Director in developing and maintaining the SSCCC Content Calendar.
5. Collaborate with the Executive Director on branding and messaging.
6. Responsible for leading the communications efforts in expanding the SSCCC reach in each region.
7. Preside over all meetings of the Communications Committee.
8. Maintain constant communication with the communications officers and support them in their role.
9. In collaboration with the Board of Directors, provide regular training opportunities for communications officers as resources allow.
10. Record action taken at each Board of Directors and Executive Committee meetings and distribute to staff within seven calendar days of a meeting.
11. Oversee organizational records in collaboration with staff.
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 January 15, 2022