



Student Body President

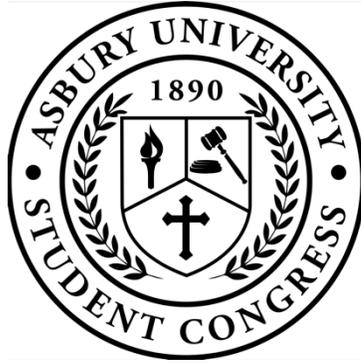
- i. The Student Body President is accountable to the EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position that would interfere with your responsibilities on Executive Cabinet
- iii. Chair Executive Cabinet meetings
- iv. Preside at ASC Meetings, call special meetings as needed, and prepare the agenda
- v. Shall represent the Student Body to the Administration and advocate for the welfare and interests of the Student Body
- vi. Meet with key administrators, staff, and faculty
- vii. Meet with students
- viii. Meet regularly with EC Advisor(s)
- ix. Serve on campus committees as directed by the EC Advisor(s), typically the APCC and/or CCE committee.
- x. Has veto power over legislation passed by ASC
- xi. The veto decision may be appealed by ASC
- xii. Shall have authority to make appointments to specific Executive Cabinet positions. If there are issues surrounding an appointed or elected student's grades or disciplinary status, the EC Advisor(s) may veto the appointment.
- xiii. Shall execute approved legislation
- xiv. Shall have authority to enforce the duties and responsibilities of each member of ASC as listed in the ASC Guidebook
- xv. Shall coordinate, with the EC Advisor(s), the Executive Cabinet transition in the second semester of service (Spring)
- xvi. Shall perform all other duties determined in the Constitution and the ASC Guidebook
- xvii. Be appraised of concerns, interests, and desires of the student body
- xviii. Represent Students to the Administration
- xix. Represent the Administration to the Students
- xx. Work on initiatives created through Executive Cabinet

- xxi. In conjunction with EC Advisor(s), plan an EC retreat in Fall/Spring term of service
- xxii. Address the Board of Trustees as requested by Administration
- xxiii. Shall review the ASC Guidebook for revisions in Spring semester
- xxiv. Assume a vacated Executive Cabinet position until position has been filled
- xxv. Assist the Executive Treasurer in preparing a budget for the year
- xxvi. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xxvii. Plan and attend the EC retreat.
- xxviii. Announce student announcements in Chapel each week, in conjunction with Publicist and Chapel Staff.
- xxix. Must provide a transition manual to successor in the last month of the Spring semester
- xxx. Other duties as assigned



Vice President of Student Governance Association

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position unless approved by EC Advisor
- iii. Chair the bi-monthly SGA Meeting
 1. Determine the appointed representative positions in response to pertinent student interests and concerns
 2. Appoint and write job descriptions for representatives
- iv. Oversee the SGA proposal, policy, and legislative process
- v. Keep apprised of current needs, issues, and the welfare of the student body to best direct SGA's energy and attention
- vi. Serve as Student Body President in the event the position is vacated
 1. Serve as acting president when the president is absent, and chair the ASC meeting in the SBP's absence
 2. Another Student Body President may be hired if SGA Vice President and/or EC Advisor(s) deem appropriate. In this case, the recommended SBP replacement will go to EC for a vote.
- vii. Meet regularly with the EC Advisor(s)
- viii. Design and oversee the election of the Executive Cabinet and Class Cabinet members
- ix. Serve on Executive Cabinet and meet weekly
 - x. Before leaving office, compile a comprehensive summary, initiatives, and proposals before leaving office.
- xi. Serve on a standing committee as directed by the EC Advisor(s), typically the APCC or the CCE committee
- xii. Work with the EC Treasurer in compiling a working budget before Fall midterms
- xiii. Shall perform the duties set forth in this Constitution and the ASC Guidebook
- xiv. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xv. Attend the EC retreat
- xvi. Must provide a transition manual to successor in the last month of the Spring semester
- xvii. Other duties as assigned



Vice President of Spiritual Life Board

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position that will interfere with your responsibilities on Executive Cabinet.
- iii. Shall meet with student Executive Cabinet weekly and attend ASC meetings
- iv. As needed, create policy to enhance systems, structures, and programs on campus in regard to faith and spirituality.
- v. Appoint members of the Spiritual Life Board.
 1. Write/review job descriptions of those in branch as needed
- vi. Chair the bi-weekly SLB meetings
- vii. Be responsible for any devotional times at EC/ASC activities.
- viii. Keep apprised of current needs, issues, and the welfare of the student body to best direct SLB's energy and attention
- ix. Meet regularly with the EC Advisor(s)
 - x. Build relationships with key constituents on campus in areas pertaining to faith and spirituality, and the intersection of both with cultural issues
- xi. : As directed by EC Advisor(s), sit on campus committee(s) in areas pertaining to chapel and spiritual vitality on campus
- xii. Create three (3) programs/events per semester in response to EC's respective theme, and cultivate an environment of exploration, and education in areas related to faith and spirituality.
- xiii. Educate students in how to apply a Christ-centered worldview in day-to-day life and in current local, national, or international issues
 1. Assess each event with members of the branch within two weeks of its implementation
- xiv. Shall seek to increase spiritual vitality on campus through representing the student needs to appropriate Administrators
- xv. Shall perform all other duties determined in the Constitution and the ASC Guidebook
- xvi. Other duties as assigned
- xvii. Compile a comprehensive summary of the year's activities before leaving office

- xviii. Serve as a student liaison to faculty, staff, administrators and Board of Trustees as requested on topics surrounding students' spirituality on campus
- xix. Work with the EC Treasurer in preparing a budget for the year
- xx. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xxi. Must provide a transition manual to successor in the last month of the Spring semester
- xxii. Other duties as assigned



Vice President of Student Intercultural Life Board

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position that would interfere with Executive Cabinet responsibilities.
- iii. Shall serve on student Executive Cabinet and attend weekly meetings as well as ASC meetings
- iv. As needed, create policy in response to university systems, policy, and programs regarding students' experience of diversity
- v. Oversee the SIP proposal, policy, and legislative process.
 1. Set timelines for when proposals are due and provide SIP with a week's advance notice of incoming proposals
 2. Coordinate presentations to SIP with the proposal author(s)
- vi. Work in conjunction with SIP members to direct approved proposals to the appropriate stakeholders and ASC
- vii. Oversee communication of proposal resolution to the SIP, ASC, and Student Body as needed
- viii. Shall have privilege to deny any incoming student proposal to SIP
- ix. In which case the Vice President wishes to deny a student initiative, she/he must distribute the denied initiative to SIP and give a substantial reason for the denial
- x. Keep record of all proposal activity
- xi. Shall Chair the Student Intercultural Programs
 1. Appoint members of SIP
 2. Write/review job descriptions of those in branch as needed
 3. Lead a weekly branch meeting
- xii. Meet regularly with the EC Advisor(s)
- xiii. Keep apprised of current needs, issues, and the welfare of the student body to best direct SIP's energy and attention
- xiv. Build relationships with key constituents in areas pertaining to diversity, representation, and inclusion as informed by the mission and values of Asbury University

- xv. Represent ASC and the student body in areas pertaining to diversity, whether on committees, in events, to the administration, or in other ways.
- xvi. Create programs and events in response to student concerns and values, and which cultivate an environment of exploration, empathy, and education in areas related to race, diversity, and global issues.
 - 1. It is required programming occur at least three times a semester
 - 2. Assess each event with members of the branch within two weeks of its implementation using the event form found in the ASC Guidebook.
- xvii. Shall inform the Executive Cabinet on organizational and campus-wide proposals, initiatives and issues with a diversity component
- xviii. Shall represent ASC and students on university-sponsored diversity committees and projects
- xix. Shall make recommendations for improving ASC's engagement in conversation regarding diversity to the appropriate Asbury administrators
- xx. Shall serve on a standing committee as directed by the EC Advisor(s) typically Intercultural Development and Awareness Committee (IDAC)
- xxi. Compile a comprehensive summary of the year's activities before leaving office.
- xxii. Work with the EC Treasurer in preparing a budget
- xxiii. Serve as a student liaison on the subject of diversity to the faculty, staff, administration, and Board of Trustees as requested
- xxiv. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xxv. Must provide a transition manual to successor in the last month of the Spring semester
- xxvi. Other duties as assigned



Vice President of Clubs & Congress Operations

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position that would interfere with your responsibilities on EC.
- iii. Meet weekly with EC and attend ASC meetings
 1. Take minutes at both
- iv. Appoint Congress Operations members to the Branch
 1. Write/review job descriptions of those in branch as needed
- v. Oversee the Clubs of Asbury University
- vi. Update the Student Clubs section of the Guidebook by the end of each semester as needed
 1. Shall ensure the club/organization record is up to date with the new student leadership and/or advisors prior to the end of each semester
 2. Shall provide guidance to students interested in creating a new club or student organization and maintain record of approved club charters
 3. Shall manage and oversee club activity, providing oversight and guidance to spending and events
 4. Manage all club charter information and additional paperwork.
 5. Meet as needed with club presidents, senators, and members and as requested by the Student Body President or EC Advisor(s)
- vii. Meet at the beginning of the year with all club presidents to inform them of their role and responsibilities
- viii. Check at the beginning and end of terms on the status of clubs and activities involvement as described in the Student Clubs section of the Guidebook.
- ix. Be responsible for food for EC and ASC meetings as needed
- x. Maintain organization of shared EC Teams account
- xi. Compile a roster for ASC and Clubs and keep it up to date
 1. Before the end of term of service, ensure the new roster is in place for the incoming Vice President of CCO
- xii. Oversee and maintain cleanliness in shared spaces, namely fridge and closet.
- xiii. Work with EC members as needed in keeping the shared space clean in the office areas

- xiv. Meet regularly with the EC Advisor(s)
- xv. Distribute to ASC members the Guidebooks and Constitutions
- xvi. Distribute the ASC agenda at least three days prior to meetings, and take attendance at ASC meetings
- xvii. Shall perform all other duties determined in the Constitution and ASC Guidebook
- xviii. Serve on a standing faculty committee as directed, typically the Liberal Arts Council.
- xix. Other duties as assigned
- xx. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xxi. Must provide a transition manual to successor in the last month of the Spring semester



Executive Publicist

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position unless approved by EC Advisor(s).
- iii. Serve on student Executive Cabinet and ASC
- iv. Creates excellent and attractive publicity for ASC sponsored events and programs per the request of the Vice Presidents of each branch
 1. Requests from clubs, academic organizations, or other groups, must be filtered through VPs before the Executive Publicist creates the graphic
- v. Focus on implementing meaningful modes of communication necessary for the student body to easily learn about the roles, programs, and function of the ASC office.
- vi. Train and be a point of contact for class cabinet publicists.
- vii. Work with the Student Body President and ASC Advisor in calendaring programs and events for ASC.
- viii. Shall design and distribute ASC appreciation gifts to ASC members at the end of each semester.
- ix. In the case of assigned work exceeding the Executive Publicist's time or ability, she/he may hire other designers from the Student Body to create graphics for ASC purposes.
- x. Work with the Student Body President in Chapel Announcements each Wednesday, looking up events for the week on Monday and providing him/her the list by Tuesday at noon
- xi. Meet regularly with the EC Advisor(s)
- xii. Attend weekly EC meetings
- xiii. Other duties as assigned
- xiv. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xv. Must provide a transition manual to successor in the last month of the Spring semester



Executive Treasurer

- i. Is accountable to the Student Body President and EC Advisor(s).
- ii. Refrain from holding another job or campus leadership position that would interfere with your responsibilities on EC.
- iii. Serve on student Executive Cabinet and ASC.
- iv. Prepares the ASC budget for approval by the first ASC Meeting.
- v. Train Executive Cabinet members in Visa Statement implementation.
- vi. Shall keep track of all expenditures of ASC Branches, EC, Community Fund, and Resource Fund in an orderly, precise manner
 1. Maintain record of all Journal Entries, Petty Cash Vouchers, Check Requests, Timecards, and other accounting documents as necessary.
- vii. Initiate a monthly meeting with each member of EC to update them on their expenditure and inform them of the need to spend more or less.
- viii. Assist VPs in preparation of the budget for each semester and all other branch financial matters.
- ix. Serve as the student representative to the Business Office.
- x. Serve on a standing committee as assigned by the EC Advisor, typically the Enrollment Advisory Committee.
- xi. Be a resource to the class cabinet treasurers in helping them through their budget approval process.
 1. Train Class Treasurers.
 2. Meet with Class Treasurers as needed.
- xii. Meet regularly with EC Advisor(s).
- xiii. Attend weekly EC meeting and provide feedback on the distribution of funds.
- xiv. Other duties as assigned.
- xv. Maintain qualifications for holding office: academic, chapel, disciplinary, and work output expectations as stated in this job description.
- xvi. Must provide a transition manual to successor in the last month of the Spring semester

