



ASLCSC *Coeur d'Alene* Committee Position Descriptions

Chairperson

The ASLCSC *Coeur d'Alene* Chairperson is the lead communicator and is responsible for overall organization and leadership of the ASLCSC *Coeur d'Alene* council. Duties include, but are not limited to:

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend all scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend
- Work with advisor of their represented division to appoint council nominees for upcoming academic year (spring semester)
- Responsible for saving electronic files on ASLCSC *Coeur d'Alene* office computer for historical purposes
- Author and submit to ASLCSC Senate Bills for expenditures exceeding \$350.00 or for any amount over \$50.00 that will place ASLCSC *Coeur d'Alene* account in a deficit situation
- Assist the ASLCSC *Coeur d'Alene* Vice-Chairperson in setting monthly meeting agendas
- Proofread the Minutes of council meetings and submit them to the appropriate staff for posting on the ASLCSC *Coeur d'Alene* website
- Oversee the monthly student newsletter production and distribution
- Regular communication with ASLCSC President
- Regular communication with LCSC *Coeur d'Alene* administration and faculty
- Respond to, or delegate the response of, student emails sent to the ASLCSC *Coeur d'Alene* email address

Vice-Chairperson

The ASLCSC *Coeur d'Alene* Vice-Chairperson is responsible for (but not limited to) duties outlined below:

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend all scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend

- Work with advisor of their represented division to appoint council nominees for upcoming academic year (spring semester)
- Responsible for saving electronic files on ASLCSC *Coeur d'Alene* office computer for historical purposes
- Work with the Chairperson to develop agenda for meeting
- Type agenda and make appropriate number of copies of meeting packets
- Send a meeting reminder with agenda and minutes to council members
- Track attendance at meetings
- Formally run the ASLCSC *Coeur d'Alene* meetings
- Take minutes of ASLCSC *Coeur d'Alene* meetings and submit them to Chairperson within one week of meeting
- Assist Chairperson with submitting bills to ASLCSC
- Assist Chairperson with council nominations for upcoming academic year
- Additional duties as assigned by Chairperson

Secretary/Treasurer

The ASLCSC *Coeur d'Alene* Secretary/Treasurer is responsible for (but not limited to) duties outlined below:

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend all scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend
- Work with advisor of their represented division to appoint council nominees for upcoming academic year (spring semester)
- Responsible for saving electronic files on ASLCSC *Coeur d'Alene* office computer for historical purposes
- Work with Chairperson to develop a proposed budget to be presented to the council for full approval within the first two months of the Fall semester
- Maintain a current budget at all times and report accurate balance at each ASLCSC *Coeur d'Alene* meeting
- Organization of ASLCSC *Coeur d'Alene* website
- Regular communication with ASLCSC Secretary
- Work with Activities Director to produce final budget on all student activities
- Author and submit Expense Reimbursement Requests and submit them accordingly
- Maintain office files for historical knowledge
- Additional duties as assigned by Chairperson

Media/Public Relations Director

The ASLCSC *Coeur d'Alene* Media/Public Relations Director is responsible for (but not limited to) duties outlined below:

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend all scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend
- Work with advisor of their represented division to appoint council nominees for upcoming academic year (spring semester)
- Responsible for saving electronic files on ASLCSC *Coeur d'Alene* office computer for historical purposes
- Take pictures at school events (use office digital camera)
- Responsible for the ASLCSC *Coeur d'Alene* board in the business office
- Work with the editor of The Pathfinder and publish *Coeur d'Alene* articles in the Lewiston publication
- Determine the expense amount for printing at the beginning of the year, print under budget or find additional resources (i.e., sponsors) to absorb any additional costs
- Responsible for the monthly edition of the *River Review* which will be distributed the first Monday of each month
 - Responsibilities include, but not limited to:
 - Authoring Articles
 - Publication Layout
 - Printing Copies
 - Distribution
- Editions of the *River Review* must be approved by the Chairperson or the ASLCSC *Coeur d'Alene* advisor prior to print
- Additional duties as assigned by Chairperson

Activities Director

The ASLCSC *Coeur d'Alene* Activities Director is responsible for (but not limited to) duties outlined below:

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend all scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend
- Work with advisor of their represented division to appoint council nominees for upcoming academic year
- Responsible for saving electronic files on ASLCSC *Coeur d'Alene* office computer for historical purposes
- Plan at least one student activity per semester
- Present activity to council members for approval
- Work with Media/Public Relations Director on advertising the event
- Work with Secretary/Treasurer to develop final budget of event

- Provide a written summary including contact information for event planning, promotional materials, pricing, budget etc. to the council at the meeting directly following held event
- Additional duties as assigned by Chairperson

Staff Liaison

- Have a working knowledge of and uphold the ASLCSC Bylaws, Codes, Policies and Procedures at all times
- Attend scheduled meetings set for the ASLCSC *Coeur d'Alene* council, advance notice is expected when unable to attend
- Work with council and faculty advisors to determine council nominations for upcoming academic year
- Guide and support council members, allowing them to lead their student-driven organization
- Assist the Chairperson in enforcing council member job descriptions
- Act as a liaison to the ASLCSC *Coeur d'Alene* and administration