



## Education College Council (ECC) Officer Position Descriptions

### The President shall:

- Preside over all ECC Meetings.
- Prepare a typed agenda for each meeting,
- Register the organization with Student Government each year.
- Be empowered to call special meetings of the Executive Committee.
- Attend Student Government and Board of College Council meetings.
- Keep a record of all public communication on behalf of the ECC.
- Attend all meetings.
- Appoint committee chairs with approval of the Executive Committee.
- Act as official spokesperson of the Executive Committee,
- Oversee all ECC events.
- Presidential duties may be extended as necessary.

### The Vice President shall:

- Replace the president either, at the president's request or when the president is unable to perform his/her functions for any reason.
- Oversee arrangement for regular ECC Meetings, including place and time, and shall make public announcement of these arrangements at least one week prior to the meeting date.
- Be liaison to administration and faculty or committees as needed.
- Keep a record of all public communication on behalf of ECC.
- Attend all meetings.
- Oversee ECC projects in conjunction with the President and other Executive members.
- Update the ECC website as needed.
- Publish online calendar of all ECC events and contact information for each event.
- Prepare Wednesday Update for each event with link to online calendar and send to Student Services.
- Maintain Facebook Group and Facebook events according to current calendar.
- Be responsible for communicating with the organizations about their meeting dates, times, and places for the online calendar.

### The Treasurer shall:

- Attend a Student Government mini-finance class as required by Student Government
- Attend BOCC meetings and any other necessary Student Government Treasury meetings

- Shall maintain an active relationship with the Student Body Treasurer's office, the Board of College Councils, and remain in accordance with Student Body Laws.
- Be responsible for the financial affairs of the Council:
- Prepare the ECC budget.
- Keep records thereof.
- Draft and submit SAR when required.
- Keep a record of all public communication he/she makes concerning, or on behalf of, ECC. These records shall be made available to the Executive Committee, interested students, and faculty.
- Attend all meetings and exercise full voting rights.

The Secretary shall:

- Keep accurate minutes of the ECC General Meetings and Executive Committee Meetings.
- Send an electronic copy of all meeting minutes to general body members and members of the Executive Committee after each meeting.
- Keep a list of attendance for all those who attend the executive committee meetings and general meetings.
- Keep an electronic spreadsheet of each event and the members that have attended each event.
- Notify each member of the Executive Committee when they have a recorded absence.
- Perform all other secretarial duties that may arise.
- Attend Board of College Council meetings in the case that the President and Treasurer are unable to attend.
- Keep a record of all public communication he/she makes concerning, or on behalf of, ECC. These records shall be made available to the Executive Committee, interested students, and faculty.
- Attend all meetings and exercise full voting rights.