



Executive Officers Job Descriptions

Excerpted from the [SSCCC Bylaw Article IV](#)

Section 2. Duties

All members of the Executive Committee shall:

1. Assist the President in the execution of their duties.
2. Present a written monthly report to the Board of official activities and correspondences.
3. Prepare and disseminate all meeting agendas of the committee over which they preside.
4. Consult and update the committee over which they preside regularly.
5. Provide regular updates of the activities of the committee over which they preside to the Board.
6. Perform any other duties as assigned by the Board.

Subsection 1. President

The President shall:

1. Serve as chief executive officer of the Senate.
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. Establish and maintain communications with other student organizations including, but not limited to, the 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 with the consent of the Board.
6. Nominate individuals to external committees for appointment to any entity not reserved for the Executive Vice President
7. Nominate students to the Board for confirmation to system participatory governance entities.
8. Preside over all meetings of the Board and Executive Committee.
9. Prepare and disseminate all meeting agendas of the Board in coordination with the Vice President of Communications.
10. Present an annual State of the Senate address at the September meeting of the Board.
11. Make regular visits to each region per academic year as resources allow.
12. Serve as an ex-officio member of all Board committees.

Subsection 2. Executive Vice President

The Executive Vice President shall:

1. Serve as the chief operating officer of the Senate and assume the duties of the President in their absence.

2. Be generally responsible for the internal affairs of the Senate.
3. Act as one of the official representatives of the Senate to the California Community Colleges Consultation Council.
4. Establish and maintain communications with the California Community Colleges Board of Governors, its President, its Chancellor, the Chancellor's Office, the Academic Senate, the Community College League of California, and other system entities.
5. Update, maintain and distribute accountability reports.
6. Coordinate the evaluations of the Board.
7. Preside over all meetings of the Rules and Resolutions Committee.
8. Serve as an ex-officio member of all Board committees.

Subsection 3. Vice President of Regional Affairs

The Vice President of Regional Affairs shall:

1. Be generally responsible for the regional activities of the Senate.
2. Establish and maintain communications with the region executive boards and regional entities.
3. Maintain an accurate roster of all regions' executive officers.
4. Notify regions of any vacancies on the Board from their region.
5. Preside over all meetings of the Regional Affairs Committee.
6. Provide regular training opportunities for regions as resources allow.

Subsection 4. Vice President of Legislative Affairs

The Vice President of Legislative Affairs shall:

1. Be generally responsible for the legislative activities of the Senate.
2. Establish and maintain communications with the Office of the Governor of California, California State Legislature, California Student Aid Commission, and other government entities.
3. Conduct and coordinate regular legislative visits to the California State Capitol, district offices, and other government entities as resources allow.
4. Nominate students to the Board for confirmation to government entities.
5. Preside over all meetings of the Legislative Affairs Committee.
6. Be responsible for communicating and representing the SSSCC in legislative coalitions.
7. Be responsible for maintaining communication with system partners pertaining to pending legislation.

Subsection 5. Vice President of Finance

The Vice President of Finance shall:

1. Serve as the chief financial officer of the Senate.
2. Be generally responsible for the finances of the Senate.
3. Develop and maintain the annual budget.
4. Coordinate and implement fundraising and audit initiatives.
5. Provide comprehensive quarterly budget reports.
6. Update and maintain all organizational finance policies with the consent of the Board.
7. Preside over all meetings of the Finance Committee.

Subsection 6. Vice President of Communications

The Vice President of Communications shall:

1. Serve as the chief communications officer of the Senate.
2. Be generally responsible for the communications of the Senate.
3. Prepare and disseminate all meeting agendas of the Board in coordination with the President.
4. Take and distribute minutes for all meetings of the Board within seven calendar days of a meeting.
5. Maintain organizational records.
6. Collect and compile all Board, appointed representative, and committee reports at least ten business days prior to the next regularly scheduled meeting of the Board.
7. Update the Board directory regularly.
8. Disseminate information to relevant parties.
9. Supervise the Webmaster and ensure the regular maintenance and accuracy of the website.
10. Preside over all meetings of the Communications Committee.