

Attachment 2: ASEOU Student Government Job Descriptions

ASEOU Senators

Purpose:

To represent Mountaineers individually and as a whole, address student issues by directing the actions of the ASEOU, report to specific groups, and act as the liaison between the students at large and the Student Government. The ASEOU Senate advocates towards the advancement of all Mountaineers.

1. Attend and participate in ASEOU Senate meetings.
2. Be prepared to discuss proposed legislation at Senate meetings.
3. Serve on at least one EOU campus wide committee (i.e. Student Affairs, Senate Allocations), or student oriented state organization (i.e. OSCC, OSERA, OSAC).
4. Attend committee/student oriented organization meetings as required by the committee(s) or organization(s) they serve on.
5. Inform themselves on current issues that face students, utilizing the Senate breakdown to increase effectiveness.
6. Provide agenda items to the Senate Chair based upon student concerns.
7. Recruit interns or volunteers to help the ASEOU accomplish its goals.
8. Interview and appoint all officers of the ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
9. Be available to attend public meetings and assist the clubs, student-oriented organizations, and the student body.
10. Set directional goals and oversee the Executive Officers.
11. Provide reliable contact information for the summer term and the regular academic year.
12. Attend required training.
13. Approve all job descriptions for the ASEOU Student Government.
14. Perform all other duties as pertaining to this position.

ASEOU Senate Breakdown:

- 2 Senators for College of Arts & Science
- 2 Senator for Colleges of Education & Business
- 1 Senator for Athletics
- 1 Senator for students living on campus
- 1 Senator for Partnership Programs (OSU, OHSU, ODS, Military)
- 1 Senate Chair – students at large

ASEOU President

Purpose:

To serve with the EOU administration as a figurehead for the ASEOU and to advocate for student ideals as the highest student held position at EOU. Be the spokesperson for the entire student body and serve in the best interests of the Mountaineer population.

1. Monitor the performance of the Executive Staff and report any issues as needed to the Senate for appropriate action.
2. Supervise staff to help them implement Senate goals and objectives by facilitating training, guidance, and assistance.
3. Attend and conduct ASEOU Senate meetings, with the assistance of the Senate Chair, so they run productively.
4. Hold weekly Executive staff meetings.
5. Maintain the official records of the ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
6. Serve as a voting member of the Oregon Student Association Board of Directors, or delegate this seat to another ASEOU Officer.
7. Serve on the Shared Governance Coordinating Committee.
8. Serve on the President's Council.
9. Serve on the University Council, or delegate this seat to another ASEOU Officer.
10. Serve as Vice Chair of the Student Fee Committee.
11. Serve on the Absenteeism Board.
12. Hold weekly meetings with the ASEOU Advisor and Liaison.
13. Represent students in official functions.
14. Provide contact information for issues that arise over the summer term.
15. Serve as Vice Chair of the Senate Allocation Committee.
16. Create and/or maintain the procedure manual for this position.
17. Train successor.
18. Perform all other duties as pertaining to this position.

Vice President for Campus Affairs

Purpose:

To be aware of and address any and all issues that happen on campus and effect on campus students, policies, and traditions. Serve as a bridge between students and faculty and administration to ensure student ideas are presented to the appropriate governing bodies.

1. Maintain a list of all active Committees and work to ensure student seats are filled year-round.
2. Advertise for all vacant ASEOU Student Government positions.
3. Be responsible for the Student Saver Program, including seeking out businesses year-round, and actively pursuing the renewal of members before the end of each year.
4. Organize campaigns that pertain to campus affairs.
5. Advertise the goals of the ASEOU Senate.
6. Keep the ASEOU bulletin board updated, and keep other boards on campus updated with ASEOU information.
7. Coordinate with events on campus in order to promote ASEOU, including working with other clubs and organizations as necessary for success, and relay information regarding these events to and from the Executive Staff and the Senate.
8. Chair the ASEOU Elections Committee.
9. Chair the Senate Allocations Committee.
10. Serve as a student representative on the University Council.
11. Create Senate Allocation request forms and make those forms available to clubs.
12. Keep orderly records of all information pertinent to elections, appointments of student government officers, and committee members.
13. Attend ASEOU Senate meetings.
14. Attend weekly Executive Staff meetings.
15. Check eligibility for all members of ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
16. Work with the V.P. for Political Affairs to recruit, train, and retain interns, volunteers, and other student leaders.
17. Provide contact information for issues that arise over the summer term.
18. Serve on the Student Affairs Committee and work with the Student Affairs Office on current student issues.
19. Create and/or maintain the procedure manual for this position.
20. Train successor.
21. Perform all other duties as pertaining to this position.

Vice President for Financial Affairs

Purpose:

To address all financial inquiries and issues that may arise within the ASEOU. To be a liaison for the Student Fee Committee (SFC) with units funded by that committee, and to work closely with the advisors of the SFC to make sure all committee needs are met.

1. Chair the Student Fee Committee.
2. Chair the Student Building Fee Committee, as per its guidelines.
3. Serve on the Budget and Planning Committee.
4. Provide budget reports once a term, or when requested, to the Senate.
5. Ensure the SFC interfaces with each SFC unit head once per term to discuss progress.
6. Keep orderly and up-to-date files on all financial business pertaining to the Student Clubs (SIF025) and Student Government accounts (SIF027 and SIF035).
7. Maintain the Student Government account.
8. Prepare a well-organized and comprehensive budget for the ASEOU Student Government to be presented to and approved by the Senate and the Student Fee Committee.
9. Serve on the Vending Committee and Hoke Advisory Board.
10. Attend ASEOU Senate meetings.
11. Attend weekly Executive Staff meetings.
12. Serve in conjunction with the ASEOU President as the Student Fee Committee during summer term.
13. Facilitate budget training for the SFC Unit Managers.
14. Be the lead facilitator of the SFC training program.
15. Set meeting dates and reserve rooms for SFC.
16. Perform liaison assignments quarterly for all SFC Units.
17. Create and/or maintain the procedure manual for this position.
18. Train successor.
19. Perform all other duties as pertaining to this position.

Vice President for Political Affairs

Purpose:

To serve as the official representative of Eastern Oregon University to the Oregon Student Association. To advocate for students and keep students informed about local, state, and federal issues. To develop and carry out plans to register, educate, and turn out voters.

1. Be the official representative for the Oregon Student Association on the EOU campus.
2. Serve as a voting member of the OSA Board of Directors.
3. Brief the ASEOU Senate on pertinent state issues that affect students.
4. Organize campaigns that pertain to political affairs, when directed by the Senate.
5. Work with the OSA to develop reports and create action plans and timelines to facilitate success in relevant matters.
6. Attend OSA board meetings and organize all activities on campus concerning OSA, including running grassroots campaigns (i.e.: letter writing, and phone banking), organizing voter registration drives, "Get out the Vote" campaigns, frequent trips to legislatively critical locations (i.e. lobbying, attendance at student rallies and information sessions at local, state, and federal levels).
7. Ensure EOU is represented at every OSA meeting by following the OSA guidelines. Miss no more than one (1) OSA meeting after using the two (2) allotted proxies stipulated by OSA.
8. Work with the V.P. for Campus Affairs to recruit, train, and retain interns, volunteers, and other student leaders.
9. Attend ASEOU Senate meetings.
10. Attend weekly Executive staff meetings
11. Provide contact information for issues that arise over the summer term.
12. Ensure that Eastern Oregon University maintains seats on the OSCC and OSERA Boards of Directors, providing that EOU has a chapter.
13. Create and/or maintain the procedure manual for this position.
14. Train successor.
15. Perform all other duties as pertaining to this position.

Vice President for Diversity and Equity

Purpose:

To advocate for and develop programs addressing gender, LGBTQ, international students, students of color, and any other marginalized or under represented groups on the EOU campus, and to be a liaison between these groups and the ASEOU Student Government.

Duties/Principle Functions:

1. Serve on the Diversity Committee for ASEOU.
2. Work with the V.P. for Political Affairs in recruiting student representatives to serve on OSCC and OSERA.
3. Work with the Student Council for Multicultural Affairs (SCMA).
4. Work with the Women's Resource and Research Center, collaborate on programs and events.
5. Work with the International Student Services Coordinator to address concerns of international students.
6. Work with underrepresented clubs/groups including but not limited to: Gay Straight Alliance (GSA), Black Student Union (BSU), Impacto Latino, International Student Association, Navigators Club, Polynesian Club, and Speel-Ya.
 - a. Attend weekly meetings once per month or maintain regular communication.
 - b. Contact club leaders at regular intervals as appropriate and partner for events and projects.
7. Coordinate, organize, and produce workshops, forums, and trainings that coincide with the goals of this position once per term.
8. Attend ASEOU Senate meetings.
9. Attend weekly Executive staff meetings
10. Attend periodic trainings that pertain to this position.
11. Create and/or maintain the procedure manual for this position.
12. Train successor.
13. Perform all other duties as pertaining to this position.

ASEOU Adjudicators

Purpose:

To mediate in all ASEOU Student Government disputes, and interpret the ASEOU Constitution and Bylaws.

1. Attend ASEOU Senate meetings.
2. Resolve or preside over ASEOU Student Government disputes; i.e. election disputes, impeachment proceedings, personal disputes between members, recommend disciplinary actions to the Senate when appropriate.
3. Shall interpret the ASEOU Constitution, Bylaws, and other guiding documents including but not limited to: Senate Allocations Guidelines, Student Fee Guidelines.
4. Shall perform a yearly review of ASEOU Constitution and Bylaws and present to the Senate as necessary.
5. Assist the ASEOU Student Government in the achieving of its goals.
6. Perform all other duties as pertaining to this position.

ASEOU Office Assistants will:

1. Attend the following meetings and take minutes:
 - a. ASEOU Senate meetings
 - b. ASEOU Executive Staff meetings
 - c. Student Fee Committee meetings
 - d. Senate Allocations meetings
2. Revise and distribute the meeting minutes from the previously listed meetings within one (1) week.
3. Work with the Vice President for Campus Affairs to maintain the ASEOU website.
4. Assist the ASEOU President and/or Vice Presidents with office tasks including:
 - a. Calendar
 - b. Office Hours
 - c. Timesheets
 - d. Phone calls/messages
 - e. Email (forward/respond)
 - f. Updating the bulletin board
 - g. Maintaining office supplies
5. Ensure the ASEOU office is neat and orderly.
6. In the event that there is more than one (1) Office Assistant:
 - a. Attend Assistant meetings with all other Office Assistants at the beginning and the end of each week.
 - b. Distribute tasks equally among all Office Assistants.
 - i. Report activities to the ASEOU President to ensure equal distribution.
7. Perform all other duties as pertaining to this position.