

ASCOA Officer Positions

Student Trustee

Student Trustees are the link between all four colleges

- Trustees are voting members at the Board of Trustee meetings.
- Trustees support Berkeley City College, College of Alameda, Merritt College, and Laney College and report on their projects to the District.
- Trustees may be asked to attend professional development trips.
- Trustees must accommodate for a minimum of 4 hours a week for AS duties.

President

The ASCOA President is the voice of all CoA students

This means that the President must be unbiased and strive to create the best College of Alameda experience for each type of student.

- To remain unbiased, the President cannot vote on ASCOA issues, unless there is a tie
- The President must attend and lead all ASCOA meetings. The President must run meetings in accordance to the Robert's Rules of Order and the Brown Act.
- The President must also attend Executive Board meetings and Board of Trustee meetings.
- The President must accommodate for around 8 hours a week for ASCOA duties.

Vice Presidents

All Vice Presidents

- Are voting members
- Must attend all E-board and ASCOA meetings
- Must have office hours
- Must accommodate for an average of 3-4 hours a week of work

Vice President of Operations

The VPO will assume duties of The President in event of his or her absence. The VPO is responsible for operations management of the Senate, in charge of the Master Calendar, responsible for informing Student Senate of all area, district and state meetings necessary for the performing of duties, maintain a master copy of all records, receive all committee and board reports, and receives applications for appointment and club establishment.

The VPO shall assist President with various administrative duties as may be assigned and is responsible for all committees placed under his or her authority.

Vice President of Programs

It shall be the duty of the VPP: to draft and maintain the Student Life calendar, to receive all event and activity proposals and present them to the Senate for approval, to ensure the occurrence of Student Life events during the school year, to facilitate the collaboration between Student Clubs and ASCOA on events and activities.

The Vice-President of Programs shall chair all committees placed under his or her authority and shall assist the President with various programming duties as may be assigned.

Secretary

It shall be the duty of the Secretary of the Senate: to take and maintain minutes of the open and closed sessions of the Senate meetings, to write and maintains all Senate correspondence, to maintain contact list of all members of the board, clubs Senate committees, and others as necessary and proper to the functioning of the Senate, and to make and distribute copies of all reports, bills, amendments, and other documentation open to the public upon request.

The Secretary is responsible for all committees placed under his/her authority and shall assist the President with various secretarial duties as may be assigned.

Treasurer

It shall be the duty of the Treasurer of the Senate: to keep an accurate account of all Funds and Expenditures, to facilitate any funding request and can approve of them in the absence of the President, and is responsible for conservation of the treasury and for generating income for the group.

The Treasurer is responsible for all committees placed under his/her authority and shall assist the President with various fiscal duties as may be assigned.

Communications Officer

It shall be the duty of the Communications Officer: to be in charge of establishing, coordinating and maintaining all marketing and outreach efforts deemed necessary and proper for the Senate, including but not limited to events, student elections, student opportunities and news that effects students. He/she is responsible for all committees placed under his/her authority and shall assist the President with various marketing and outreach duties as may be assigned.

Senators

There are thirteen senators in total

1. Every senator must attend two shared governance meeting
 - Shared governance meetings are meeting where faculty, staff, and students can discuss any concerns they have about COA
 - The committees include Roundtable, Academic Senate, Education Committee, Facilities Committee, Tech Committee, Health & Safety Committee, and many more
2. Every senator must attend all ASCOA meetings
3. Every senator must be involved in a minimum of two projects for the Spring and Fall semester
4. Senators must have office hours
5. Senators must accommodate for a minimum of 4 hours a week for ASCOA duties