

Title: ASB President

Job Description:

The Associated Student Body President is elected by the student body prior to the year taking office. The President leads the ASB executive team in carrying out the ASB mission. The President acts as the voice of the undergraduate student body, representing and advocating for students to Life Pacific College's administrative council.

General Responsibilities:

- Meet once every two weeks with the ASB VP of Admin, to set and evaluate organization ASB goals, which will be written and recorded.
- Meet once every two weeks with the ASB VPs of Activities and Outreach in order to set and evaluate student organization goals, which will be written and recorded.
- Meet once per week with the Director of Student Development to set and evaluate ASB progress and goals.
- Lead ASB executive team meetings.
- Lead all-cabinet meetings twice a semester.
- Support and empower individual executive team member's success.
- Cast vision and direction for ASB executive team in general and for the specific areas of ASB.
- Make major budget decisions with approval from OSD Director.
- Address and resolve conflict between team members.
- Hold exec members accountable to their responsibilities.
- Present a monthly "student pulse" report to the Administrative Council. This report must be data-driven and should accurately as possible represent the perspectives and concerns of undergraduate students.

- Meet monthly with the various members of the President's advisory cabinet to 1) gather information for AD Council reports and 2) determine ways to better serve the student groups each cabinet member represents. Advisory cabinet members include:
 - Commuter Connection leader
 - Multicultural Student Union leader
 - A Resident Assistant appointed by Reslife department (or entire R.A team)
 - An Admissions Student Rep appointed by Office of Admissions (or entire student rep team)
 - Chapel Worship leader
- Attend all mandatory ASB & Student Leadership events, including but not limited to:
 - Sojourn & Training 2 weeks prior to fall semester
 - Fall and Spring Orientation
 - Baccalaureate and Commencement

Qualifications:

- Student must be in good academic and community standing.
- Student must have and maintain a minimum cumulative GPA of 2.8.
- Student must have served on student leadership in some capacity
- Student must be a junior or senior by the time they take office

Suggested Hours: 10 office hours + events = average 15 hours per week

Title: Vice President of Administration

Job Description:

The ASB Vice President of Administration is appointed by the ASB President and executive team (prior to the year taking office). The Vice President of Administration carries out administrative and financial duties that support the mission of the Associated Student Body. The Vice President of Administration works closely with the President in providing leadership to the ASB executive team.

General Responsibilities:

- Meet once a week with the Director of Student Development to evaluate progress, provide budget reports and work with the calendar, which will be written and recorded.
- Meet once a week with the ASB President to evaluate organizational progress and set goals, which will be written and recorded.
- Meet once a month with the VP of Communications to evaluate communications progress and set goals. Collaborate to provide a semester/monthly calendar for exec. team.
- Attend all ASB executive team meetings and keep meeting minutes.
- Assist President in communicating with the ASB exec. team and other LPC student leadership teams.
- Schedule monthly all-cabinet meetings.
- Track budget; presenting a monthly budget report to exec. team.
- Create and modify ASB applications
- Coordinate Senior Trip
- Collect info for ASB web page
- Provide Hospitality Services to Guests
- Set and enforce cleaning schedule
- Amend ASB Manual
- Attend all mandatory ASB & Student Leadership events, including but not limited to:
 - Sojourn & Training – beginning August 1st
 - Fall and Spring Orientation
 - Fall and Spring Welcome Week
 - Fall and Spring Conference
 - Service Coordinator
 - Cabinet and Exec interviews
 - Fall and Spring Social
 - Presidential elections
 - Create ballots, ballots box, voting schedule
 - Baccalaureate and Commencement

Qualifications:

- Student must be in good academic and community standing.
- Student must have and maintain a minimum cumulative GPA of 2.8.
- Student must have a minimum of two consecutive semesters serving as an elected, appointed, or volunteer member of ASB.

Suggested Hours: 10 office hours + events = average 15 hours per week

Title: VP of Marketing & Communications

Job Description:

The ASB Vice President of Marketing & Communications is appointed by the ASB President and executive team (prior to the year taking office). The VP of Marketing & Comm. is responsible for ensuring constant contact with the student body through all ASB communication outlets. The VP of Marketing & Comm. is responsible for generating and driving creativity in ASB work.

General Responsibilities:

- Meet once every two weeks with the ASB President and/or the VP of Admin to evaluate Marketing & Communications progress and goals.
- Attend all ASB executive team meetings.
- Manage all ASB social media accounts (ensuring frequent and consistent communication), including but not limited to: Facebook, Instagram, Twitter
- Produce marketing material (i.e. posters, brochures, graphics, etc.) for ASB events, programs, and student orgs.
- Produce marketing material and communication pieces at request of ASB President or VP of Admin.
- Capture pictures of major events for promotional purposes.
- Lead an events cabinet composed of student volunteers:
- Meet weekly with events cabinet.
- Develop the strengths and leadership abilities of cabinet members.
- Delegate creative projects and other responsibilities to cabinet members.
- Adhere to LPC style guide when possible.
- Encourage creativity in ASB executive team decisions.
- Attend all mandatory ASB & Student Leadership events, including but not limited to:
- Sojourn & Training 2 weeks prior to fall semester, • Fall and Spring Orientation, Baccalaureate and Commencement.

Qualifications:

- Student must be in good academic and community standing.
- Student must have and maintain a minimum cumulative GPA of 2.8.
- Student must have a minimum of one semester serving as a volunteer member of ASB.
- Student must have skills and experience in graphic designing; with a working knowledge of Adobe Photoshop, Illustrator, and InDesign.
- Student must be an excellent written communicator.

Suggested Hours: 10 office hours + events = average 15 hours per week

Title: VP of Activities

Job Description:

The ASB Vice President of Activities is appointed by the ASB President and executive team (prior to the year taking office). The VP of Activities is responsible for coordinating intramural programs and events as well as managing all clubs through Student Organizations. The VP of Activities is responsible for encouraging a fun campus atmosphere and helping students get connected with what LPC has to offer.

General Responsibilities:

- Meet once every two weeks with the ASB President and/or the VP of Admin to evaluate Activities progress and goals.
- Attend all ASB executive team meetings.
- Coordinate all intramural programming and events, including but not limited to:
 - Fall Volleyball Tournament: Kickball, Basketball
 - Plan and execute Powder Puff
- Manage all clubs through student organizations; Upholding student organization policies.
- Working to launch new clubs and supporting/empowering existing clubs.
- Actively connect students to clubs and other programming which meet their interests.
- Lead an activities cabinet composed of student volunteers:
 - Meet weekly with activities cabinet.
 - Develop the strengths and leadership abilities of cabinet members.
- Attend all mandatory ASB & Student Leadership events, including but not limited to:
 - Sojourn & Training 4 weeks prior to fall semester, Fall and Spring Orientation,
 - Baccalaureate and Commencement.

Qualifications:

- Student must be in good academic and community standing.
- Student must have and maintain a minimum cumulative GPA of 2.8.
- Student must have a minimum of one semester serving as a volunteer member of ASB.
- Student must have a working knowledge of various sports

Suggested Hours: 10 office hours + events = average 15 hours per week

Title: VP of Events

Job Description:

The ASB Vice President of Events is appointed by the ASB President and executive team (prior to the year taking office). The VP of Events plans all social life events, including but not limited to: Fall & Spring Social, Chivalry Night, movie nights, and Student Body Hangouts. The VP of Events aims to generate a fun campus atmosphere and support connects between students.

General Responsibilities:

- Meet once every two weeks with the ASB President to evaluate Events progress and goals.
- Attend all ASB executive team meetings.
- Coordinate all events that promote student social life, including but not limited to: Fall and Spring Social, Chivalry Night
- Produce new events that align with the mission of ASB
- Student Body Hangouts, Movie Nights
- Lead an events cabinet composed of student volunteers:
- Meet weekly with events cabinet.
- Develop the strengths and leadership abilities of cabinet members.
- Ensure all events are planned in a timely manner, within budget, and according to student interests.
- Attend all mandatory ASB & Student Leadership events, including but not limited to:
- Sojourn & Training 2 weeks prior to fall semester, • Fall and Spring Orientation,
- Baccalaureate and Commencement.

Qualifications:

- Student must be in good academic and community standing.
- Student must have and maintain a minimum cumulative GPA of 2.8.
- Student must have a minimum of one semester serving as a volunteer member of ASB.

Suggested Hours: 10 office hours + events = average 15 hours per week