

Associated Students of Tacoma Community College (ASTCC)

A minimum 2.5 GPA must be maintained during each quarter of employment and 10 credits per quarter. Failure to meet the criteria will result in employment termination from student engagement.

Secretary & Treasurer

The role of a secretary in any position is vital to recording and maintaining the storage of documents relevant to the group they work with. In other words, they keep written evidence that an event took place, or proof of decisions made. Secretaries are important to maintaining the honesty and integrity of the institution or group that they represent, as their words serve as proof of the decisions and discussions made by said group of future members or the public to reference.

Responsibilities:

1. Work closely with the director of the office of student engagement and program assistant to provide important updates and developments within the student Senate.
2. Serve on or assist with committees (ex. S&A Budget, Hiring, Tenure, Tech Fee, etc.)
3. Attending all ASTCC executive committee meetings.
4. Attending all ASTCC Senate meetings.
5. Serve on committees as assigned.
6. Fulfill other executive responsibilities pertaining to the office of the ASTCC Senate.
7. Work with the ASTCC VP of club and finance to monitor club attendance at all Senate meetings and to determine availability of S&A funds.
8. Attend all office of student engagement staff meetings and events that do not conflict with class schedule.
9. Assist the Director of Student Engagement as necessary.
10. Participate in summer training/orientation, staff retreats, and weekly staff meetings.
11. Take minutes during ASTCC Senate Meetings and send to VP of Legislation and Record in accordance with the ASTCC Bylaws

Budget and Financial Oversight:

1. Work closely with the Director of the Office of Student Engagement and OSE Program Coordinator to monitor the status of service and activities fee budget accounts on a regular basis.
2. Communicate the budget account status and updates on a bi-monthly basis to the Senate and clubs.
3. Serve as chairperson of the ASTCC budget committees.
4. Will lead the S&A fee budget development process; Will present a timeline for the S&A budget development to the Senate before the end of the fall quarter.
5. Ensure student senators are trained in budget procedures.
6. Develop and maintain a record of the S&A budgeting policies; Ensure that applicable budget policies are followed.

Preferred Qualifications:

- Experience with Microsoft Office suite.
- Experience with bookkeeping or accounting.
- Training and leadership or team building.
- Experience as a TCC senator.