ASSOCIATED STUDENT BODY (ASB) SECRETARY

QUALIFICATIONS:

1. Maintain a minimum grade point average of 3.0 for each grading period from time of petitioning for the job until your final grading period.
2. Maintain good attendance/tardy standing.
3. Agree to serve as a role model for students by upholding the Core Values, CVLCC Four Pillars, uniform policy and all school policies etc.
4. Enroll in Leadership Class.
5. Uphold the signed leadership contract.
6. Extra time available before and after school, including class meetings at 7:45 at least once a week.
7. Must have been in ASB for a minimum of one year.

PERSONAL QUALITIES:

1. Must be a good student role model.
2. Must be a confident speaker in front of large groups.
3. Must be able to communicate effectively with others (peers and adults).
4. Must be able to manage time well and have time outside of leadership class.

ROLE AND RESPONSIBILITIES

Recordkeeping and Documentation:

- Maintain accurate records of ASB meetings, including minutes, agendas, and attendance.
- Take daily attendance including all CSL activities and provide this information to CSL Advisor. This means you must attend all events or coordinate with another executive member to take attendance.
- Organize and create the agenda for the bi-weekly CSL Board meetings.
- Record, submit, and file all minutes in an organized fashion through our Google Drive, ensuring that CSL Advisor and Site Secretary (Ms. Padilla) receive paper copies.
- Organize and archive important documents, ensuring accessibility for ASB members and school administration.

- Assist in the preparation and distribution of meeting materials to ensure effective communication and transparency.
- Provide guidance to class and club secretaries.

Correspondence:

- Manage ASB correspondence, including emails, letters, and notices, responding promptly and professionally.
- Serve as a liaison between the ASB and external parties, conveying information accurately and representing the ASB's interests.

Scheduling and Coordination:

- Coordinate meeting schedules and logistics, ensuring that meetings are well-planned and efficiently conducted.
- Assist in scheduling appointments, events, and activities, coordinating with ASB members and external stakeholders as needed.

Support for Executive Team:

- Provide administrative support to the ASB President, Vice President, and Treasurer, assisting with tasks such as scheduling, correspondence, and record-keeping.
- Collaborate with the Executive Team to ensure smooth operation and coordination of ASB activities and initiatives.

Communication:

- Facilitate communication within the ASB and with external parties, ensuring that important information is disseminated effectively.
- Assist in the coordination of communication between ASB members, class officers, and other student groups to promote collaboration and synergy.

Event Planning Assistance:

- Support the planning and organization of ASB events and activities, assisting with logistics, budgeting, and volunteer coordination.
- Help maintain event calendars and timelines, ensuring that deadlines are met and tasks are completed efficiently.

Documentation and Archiving:

- Maintain a comprehensive record of ASB activities, achievements, and initiatives, documenting important milestones and outcomes.
- Assist in the preparation of reports and presentations, summarizing ASB accomplishments and progress for internal and external audiences.

Collaboration and Support:

- Collaborate with ASB officers and committee members to support their initiatives and projects, providing assistance and guidance as needed.
- Foster a collaborative and inclusive environment within the ASB, encouraging teamwork, communication, and mutual support.

Administrative Support:

- Assist in the management of ASB resources, ensuring that they are utilized effectively and responsibly.

Role Model:

- Lead by example, demonstrating professionalism, integrity, and dedication in all aspects of the role.
- Serve as a role model for ethical conduct and responsible citizenship, inspiring other students to engage actively in school and community life.
- Participate in all spirit days and attend as many events as possible.