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

Financial Management:

- Manage the financial affairs of the ASB, including budgeting, accounting, and financial reporting.
- Develop and maintain the ASB budget, allocating funds to support various activities, events, and initiatives.
- Monitor expenditures and revenues, ensuring that financial transactions are accurately recorded and accounted for.
- Ensure that all individuals are reimbursed in a timely manner.

Budget Planning and Oversight:

- Collaborate with the ASB President, Vice President, and Secretary to develop a comprehensive budget that aligns with the organization's goals and priorities.
- Provide financial guidance and recommendations to ASB officers and committee leaders, assisting them in budget planning and expenditure tracking.

Fundraising and Revenue Generation:

- Coordinate fundraising efforts and revenue-generating activities to support ASB programs and initiatives.
- Explore opportunities for sponsorship, partnerships, and grants to supplement ASB funds and enhance financial sustainability.
- Make sure all members of the CSL Store Committee have been trained to work in the store, use the Point of Sale system through ASB Works, and know the proper code of conduct.
- Monitor the CSL Store work schedule and inventory to ensure sales are conducted at all necessary times.
- Coordinate with the Clubs Committee in the organization and execution of food fairs.

Financial Reporting and Transparency:

- Prepare regular financial reports for the ASB, summarizing income, expenses, and budget variances.
- Present financial updates to ASB members and school administration, promoting transparency and accountability in financial management.
- Cross-check all minutes, agendas, and forms to ensure there are not any errors or missing items prior to submission.

Compliance and Risk Management:

- Ensure compliance with financial policies, procedures, and regulations governing ASB funds and expenditures.
- Identify and mitigate financial risks, implementing controls and safeguards to protect ASB assets and resources.

Collaboration and Communication:

- Provide guidance to class and club treasurers.
- Collaborate with ASB officers, class representatives, and club leaders to coordinate financial activities and initiatives.
- Communicate financial policies, procedures, and guidelines to ASB members and stakeholders, fostering understanding and compliance.
- Communicate regularly with Site Secretary (Ms. Padilla) in order to maintain clarity throughout our school on funds.

Record Keeping and Documentation:

- Maintain accurate financial records and documentation, including receipts, invoices, and bank statements.
- Organize and archive financial documents for audit and review purposes, ensuring accessibility and transparency.

Resource Management:

- Manage ASB resources effectively, optimizing use of funds and assets to maximize impact and value.
- Seek cost-saving opportunities and efficiencies to stretch ASB dollars and enhance financial sustainability.

Role Model:

- Exemplify integrity, responsibility, and accountability in financial matters, serving as a role model for ethical conduct and stewardship.
- Demonstrate dedication and commitment to the ASB's mission and goals, contributing to the organization's success and impact.