

Associated Students of Highline College (ASHC)

All Student Government Officers

Preamble to the ASHC Constitution

We (the Associated Students of Highline College) assume responsibilities and privileges of participation in self-government, to represent student interests, needs and welfare within the college community, initiate and coordinate active student involvement, provide the opportunity to develop individual leadership qualities and an understanding of group action, and supplement and complement formal education at Highline College, do affirm and establish this Constitution.

ASHC Team Expectations:

- Attend all ASHC Executive and Associated Council meetings
- Attend all ASHC sponsored events
- Participate on various campus committees, as decided upon by the Executive Council
- Attend various club meetings, as decided upon by the Executive Council
- Work on assigned projects under the supervision of the ASHC Advisor
- Maintain accurate records and information on all programs, responsibilities, and materials
- Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution

Characteristics Desired:

- Interest and personal connection to advocacy and stewardship
- Flexibility and reliability
- Excellent communication skills
- Desire for student leadership experience
- A commitment to social justice and equity

Work Expectations:

- Registered for at least six credits with a GPA of at least 2.5
- Students will participate in a reflective evaluation at the close of project and the end of each quarter to help identify leadership strengths and challenges during the duration of the position
- Student is required to work 15 hours per week. This position pays minimum wage

Core Services Leadership Team (As a staff member of CLS)

- Volunteer to help at events, attend signature/important office events

- Recruit and spark prospective students into leadership opportunities and involvement with CLS & CCIE
- Lead initiatives that build and strengthen communities of leaders
- Assist broadly with recruitment activities especially for Leadership Development Programs, Student Recognition Programs, and Campus Event Committees
- Facilitate and prepare for Core Staff Meetings and Core Team Projects
- Act within the guidelines of state laws, school regulations and rules of the ASHC legislation and constitution.

Associated Students of Highline College (ASHC) Vice-President

Position Description:

This is a student hourly paid service role in Student Government. This position serves as the primary administrator of Associated Students of Highline College (ASHC) internal affairs. Additionally, the Vice President facilitates ASHC sessions and coordinates ASHC annual projects. This position requires working as the leader of Student Government's extended leadership council, so responsibilities extend from coordinating ASHC services and functions with overall Center for Leadership and Service. This is a fifteen hour per week position with flexible work hours.

The Vice President of ASHC duties are as follows:

- Schedule, coordinate, promote and preside over all business meetings of the Associated Council
- Develop agenda and implement decisions for all Associated Council meetings
- Serve as student representative on Faculty Tenure Review Committee
- Lead ASHC in the maintenance of the Constitution and By-Laws of the ASHC
- Serve on the S&A Budget Committee and work with the ASHC Advisor(s) to stay current on expenditures
- Serve as the chairperson of the ASHC Election Committee (if the Vice-President is running for an office, the chairperson will be appointed by a majority vote of the Executive Council)
- Work with ASHC Executive Council to develop needed trainings for student leaders
- Monitor and maintain the ASHC contingency balance and funding process
- Participate on campus committees as appointed by the ASHC Executive Council

- Maintain 15 hours per week, with at least 10 posted office hours
- Create leadership and direction for involvement in ASHC, especially in the bi-weekly ASHC Council Meetings.
- Facilitate other projects as taken on by the ASHC
- Attend bi-weekly ASHC meetings and participate as a servant leader and voting member
- Attend weekly ASHC executive meetings
- ASHC duties as assigned by ASHC Advisor(s) or the ASHC Executive Council

