



# **Associated Students of Porterville College**

**“The Voice of the Students”**

## **ASPC President – Job Description and Essential Functions**

- 1) In coordination with the ASPC Secretary, create and post agendas for ASPC meetings
- 2) In coordination with the Director of Student Programs, appoint representatives to all campus Participatory Governance committees.
- 3) Serve on the College Council Committee
- 4) Serve on the Curriculum Committee
- 5) Communicate regularly with the Director of Student Programs and when necessary, the Vice President of Student Services.
- 6) Establish a strategic plan for ASPC at the beginning of each semester
- 7) In coordination with the ASPC Treasurer and the Director of Student Programs, complete and submit an annual budget to the Porterville College Business Office
- 8) Chair all ASPC meetings
- 9) Veto acts of ASPC if deemed necessary
- 10) Other duties as assigned, befitting the office of the ASPC President.

**The President of the Associated Students of Porterville College is an elected position. Elections are held in April of each year for the following academic year.**