

## **ASO Senator Duties**

- A. **Senator, Social Activities:** Shall ensure that all social activities on campus are carried out properly.
- B. **Senator, Publications:** Shall oversee the publication of the ASO Newsletter (resources for its publication shall be derived from advertisement and ASO reserves as needed). Shall act as a liaison between the ASO and the school newspaper staff.
- C. **Senator, Recruitment:** Shall be in charge of the recruitment of members to the ASO council by establishing and maintaining contacts with students through means of publication, classroom visitation, etc. Shall also be in charge of putting out an ASO table for club day and High School Day.
- D. **Senator, Fund Raising and Marketing:** Shall organize all fund raising activities. Shall assist committees in fund raising. Shall conduct and coordinate all research for student discounts at local business. Shall create benefits list. Shall create and maintain the Eagle Card and ensure that the Eagle Cards are fully stocked in the business office at all times.
- E. **Senator, Political Affairs and Community Relations:** Shall be the liaison between the ASO and the surrounding community. Shall organize and coordinate all ASO community related activities and functions that take place off-campus. Shall coordinate and inform the ASO of all political issues that affect the student body at large, through press conference, rallies, and any other means necessary. Shall write a weekly ASO newsletter article on current events.
- F. **Senator, Inter-Club Council:** Shall assist in the formation of new clubs and shall serve as secretary of the Inter-Club Council. Shall assist in the writing of club constitutions and the completion of club packets. Shall serve as chair in the event of the director's absence and appoint a secretary in this instance.
- G. **Senator, Educational Services:** Shall coordinate and organize educational workshops. Shall serve as the ASO representative on the Curriculum Committee.
- H. **Senator, Health and Security Services:** Shall act as the liaison between the ASO and the campus security office. Shall inform them of all upcoming campus events. Shall coordinate and organize all functions related to health awareness issues. Shall act as the ASO representative on the Student Health Services Committee.
- I. **Senator, Technology:** Shall be responsible for the creation and maintenance of all ASO web pages. Shall create fliers for all ASO events.
- J. **Parliamentarian:** Shall ensure proper parliamentary procedure at all Council meetings. Shall be familiar with the latest edition of Robert's Rules of Order, Newly Revised Edition, and shall ensure this Constitution be enforced at all times. Shall also be familiar with the Brown Act.
- K. **Historian:** Shall keep records of all ASO activities and ASO newsletters. Shall create a photo album and year book, which both must be created by the end of May.
- L. **Senator, Athletics:** Shall act as a liaison between the Athletic Department and the ASO. Shall write a weekly news report for the ASO newsletter. Shall inform the council of all upcoming athletic events.
- M. **Senator of Administration:** Assist the Executive Administrator as needed. Be responsible for creating and maintaining master calendar and scheduling all ASO events to avoid conflicts. Collect mail for all ASO members. Order supplies. Keep record and inventory of those supplies. Assist members of the ASO with letters, emails, etc. as needed. Take minutes in the Finance Meetings. In any case that the Executive Administrator is absent and/or unavailable during ASO meetings, the Senator of Administration shall assume duties of the Executive Administrator.

