



### ASG President

Job Description: The ASG President carries out the leadership and administrative duties that support the mission of the Associated Student Government. Additionally, the President serves as the liaison between college administration and other campus constituencies.

#### General Responsibilities:

- Serves as the primary officer, chair, and official spokesperson for the ASG.
- Meet monthly with the Associate Vice President of Student Development and VP to review expenditures, evaluate progress on legislative items, organize the calendar and prepare for upcoming events.
- Meets once every other week with executive team chairs (VP, Events & Activities Chair, Marketing & Communications Chair, and Diversity Chair).
- Present monthly to college Administrative Council on the state of the student body
- Attends monthly Student Development meetings.
- Attends monthly Student Development professional staff meetings.
- Serves as the official ASG liaison and representative at the Board of Trustees meetings and special events.
- Leads and organizes executive team and Cabinet meetings.
- Meets weekly with the Associate Vice President of Student Development for support and accountability.
- Coordinates with the Associate Vice President of Student Development to establish the agenda for upcoming meetings.
- Works with the Associate Vice President of Student Development to amend ASG manual as needed, and to coordinate the election process.
- Works closely with the Associate Vice President of Student Development for New Student Orientation and Welcome Week.
- Attends all ASG & Student Leadership events.
- Holds officers accountable for their duties.
- Provides vision for the year and takes on new initiatives.
- Appoints another cabinet member to fulfill their duties when unavailable.
- Maintains regularly scheduled office hours throughout the academic year.
- Understands and commits to fulfilling these duties for the entire academic year.



### ASG Vice President

Job Description: The ASG Vice President carries out administrative and financial duties that support the mission of the Associated Student Government. The Vice President works closely with the President in providing leadership to the ASG officers.

#### General Responsibilities:

- Meets monthly with the President and Vice President of Student Development to update the budget, organize the calendar, prepare for upcoming events, and handle all administrative tasks. The Vice President handles much of the administration of the ASG alongside the President and VP of Student Development.
- Meets weekly with the ASG President, and supports his/her vision for the year.
- Attends monthly Student Development meetings and keeps internal team meeting minutes.
- Attends all ASG executive team meetings and keeps internal team meeting minutes.
- Works directly with the Marketing & Communications Chair in LPU app administration.
- Works closely with the Director of Calling and Vocation on outreach opportunities.
- Works directly with the Events & Activities Chair to collaborate and plan big school year events (Fall Fest & Spring Social).
- Manages the ASG budget alongside the President and VP of Student Development and presents a monthly budget report to the full ASG Executive team.
- Works with the Vice President of Student Development to coordinate election process.
  
- Modifies and updates ASG applications.
- Attend all ASG & Student Leadership events.
- In cases where the ASG president is unavailable, fill in and provide leadership to the ASG team.
- Collaborate with ASG officers to provide a semester/monthly calendar for executive council.
  
- Maintains regularly scheduled office hours throughout the academic year.
- Understands and commits to fulfilling these duties for the entire academic year.



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- Keeps the minutes of meetings held by the ASG Executive team and keeps records of them for future use

### Marketing & Communications Chair

Job Description: The Marketing & Communications Chair is responsible for ensuring constant



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contact with the student body through all ASG communication outlets. The chair is responsible for generating and driving creative content and ensure that ASG annual theme and messaging is clear, compelling, and consistent.

#### General Responsibilities:

- Meets monthly with the ASG President and the Vice President of Student Development to evaluate marketing & communications progress and goals.
- Attends all ASG meetings and events.
- Attends monthly Student Development team meetings.
- Attends weekly meetings with the Admissions/Marketing team to collaborate on social media posts and advertisements.
- Meets weekly with Cabinet members for training and support.
- Manages all ASG social media accounts (ensuring frequent and consistent communication), including but not limited to: Facebook, Instagram, Twitter, etc.
- Produces marketing material (i.e. posters, brochures, graphics, etc.) for ASG events, programs, and student organizations, and at request of the ASG executive team or the Associate Vice President of Student Development,
- Adheres to LPU style guide. Seek approval from Admissions/Marketing for exceptions.
- Constructs a weekly media schedule (social media feed/story posts, graphics being made, posters being printed, advertisements going up, etc.)
- Captures pictures of major events for promotional purposes.
- In cooperation with the ASG President, ensure activities of the executive team are being appropriately communicated to the broader student body.
- Delegate creative projects and other responsibilities when appropriate.
- Assist the Vice President and Vice President of Student Development in the administration of the mobile app.
- Maintains regularly scheduled office hours throughout the academic year.
- Understands and commits to fulfilling these duties for the entire academic year.
- Has a good grasp and knowledge of the LPU app and is able to help manage and upload for the ASG team.



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### Events & Activities Chair

Job Description: The ASG Events Chair plans all social events, including but not limited to: Spring Social, Mr. & Ms. Life, Senior Celebration, Friday Night Hangs, etc. The Events Chair also facilitates community intramural programs designed to assist in the deepening of the colleges co-curricular environment.

#### General Responsibilities:

- Meets monthly with the President and Vice President of Student Development to discuss and plan for upcoming events.
- Attends all ASG meetings.
- Attends monthly Student Development team meetings.
- Meets weekly with Cabinet members for training and support.
- Works directly with the Vice President of Student Development for Welcome Week activities and events.
- Will work directly with the Vice President to collaborate on and plan big school year events (Fall Fest & Spring Social).
- Collaborates with other offices to promote inter-departmental partnerships; help promote and support events across campus.
- Plans and attends all ASG events.
- Facilitates intramural programs and Friday Night Hangs.
- Ensures all events are planned in a timely manner, within budget, and according to student interests.
- Maintains regularly scheduled office hours throughout the academic year.
- Understands and commits to fulfilling these duties for the entire academic year.
- Has a schedule in place for Friday Night Hangs and events for the Student Body.



### Diversity Chair

Job Description: The Diversity chair is an appointed position by the MSO and is elected into office by the student body; they will serve at the executive level of the ASG. The Diversity representative is selected by the MSO after an application and interview process has been completed. The Diversity chair serves to ensure voice is given to all ASG activities, events and further serves by managing all Student Organizations.

#### General Responsibilities:

- Meets monthly with the ASG President and the Vice President of Student Development to discuss student clubs, student needs and MSO concerns.
- Attends all ASG meetings and events.
- Attends monthly Student Development team meetings.
- Manage all student organizations (clubs and community action teams); including meeting with club and CAT leaders each month, club promotion, training, and support (ensuring clubs comply with requirements, etc.)
- Actively work to launch new clubs and Community Action Teams (CATS) and supports and empowers existing student organizations.
- Handles the administration of club updates for the LPU app.
- Coordinates with the Associate Vice President of Student Development to manage club/CAT content in mobile app.
- Ensures commuter connection and that student voice is heard on campus.
- Supports Events & Activities Chair, helping with major events.
- Serves as part of the MSO leadership team.
- Must remain a member in good standing within the MSO.
- Maintains regularly scheduled office hours throughout the academic year.
- Understands and commits to fulfilling these duties for the entire academic year.
- Works closely with the Vice President of ASG to promote commuter events and participation