



Associated Students of Umpqua Community College (ASUCC) Leadership Board

ASUCC BUSINESS MANAGER **~2022-2023~**

The ASUCC Leadership Board represents student interests, needs, and well-being within the college community. ASUCC Leadership Officers gain valuable leadership experience through student advocacy and student engagement. If you are looking to lead, serve, learn, and earn, then this opportunity is the right one for you. Together, with other student leaders, you WILL make a difference on campus.

CLOSING DATE:

Submit your completed application online by **6pm on May 6, 2022** to be on the election ballot.

POSITION RESPONSIBILITIES:

- Assume the responsibility of being a leader of students.
- Work with the Student Engagement Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
- Attend and participate in at least 80% of regularly scheduled ASUCC Leadership Board meetings per term, excluding summer, unless an absence is approved by the ASUCC Leadership Board.
- Serve as a voting member of ASUCC Leadership Board, except in the case of the ASUCC President, who shall vote only in case of a tie.
- Establish and maintain a minimum of twelve (12) working hours per week, which includes the one (1) hour weekly ASUCC Leadership Board meeting, the one (1) hour weekly ASUCC Leadership Team meeting and the one (1) hour weekly ASUCC Executive Council meeting and nine (9) office hours to be served during regular college business hours, excluding finals week and term breaks.
- Attend summer training as scheduled by the ASUCC Advisor. Summer training is mandatory. However, if unable to attend the training, the officer must meet with the ASUCC Advisor on their own time to receive a training overview.
- Lobby when necessary and appropriate.
- Be responsible for taking any student concerns to the ASUCC Leadership Board.
- Serve on at least two (2) college councils and committees unless otherwise approved by the ASUCC Leadership Board.
- Support all ASUCC Leadership Board functions and activities, as practical.
- Assist with Student Engagement Office and campus events, as practical, including but not limited to Commencement.
- Participate, as schedules permit, in on/off campus leadership development conferences.
- Develop and maintain a healthy working relationship with the other members of the ASUCC Leadership Board, ASUCC Advisor and the UCC Dean of Student Services.
- Demonstrate a working knowledge of the following:
 - ASUCC Constitution and Bylaws
 - ASUCC Office Procedures Manual
 - ASUCC Performance Review Handbook
 - ASUCC Elections Handbook
 - ASUCC Candidates' Handbook
 - ASUCC Club Handbook
 - ASUCC Budget
 - Student Code of Conduct
 - UCC's Mission, Vision, Values & Strategic Plan
- Maintain files of all the official documents and records pertinent to the position, retaining an archive of no less than three (3) years and ensuring that said documents and records are transferred to incoming officers.
- Perform other duties as set forth in the ASUCC Constitution and Bylaws.
- Perform other duties as agreed upon by the ASUCC Leadership Board.

Questions, Comments or Concerns? Email: ElectionsChair@umpqua.edu



It shall be the responsibility of the Business Manager to:

- Serve as chair for the ASUCC Finance Task Force.
- Serve as chair for the ASUCC Project CANS Task Force.
- Prepare the agenda before each scheduled ASUCC Leadership Board meeting.
- Distribute meeting agendas and supporting materials at ASUCC Leadership Board meetings.
- Be responsible for keeping a record of attendance for ASUCC Leadership Board meetings.
- Record the minutes of ASUCC Leadership Board meetings.
- Record all action items voted on during ASUCC Leadership Board meetings and maintain as permanent record.
- Prepare official minutes for review and approval at ASUCC Leadership Board meetings.
- Publish and distribute approved minutes of all ASUCC Leadership Board meetings.
- Oversee records and files of any ASUCC Leadership Board committees and task forces including copies of correspondence, meeting minutes and agendas.
- Maintain an ongoing calendar of all ASUCC Leadership Board and college meetings and ASUCC Leadership Team events.
- Provide the chair for any ASUCC Leadership Team committee and task force with a list of all members and any materials or documents and instructions intended for the committee and/or task force.
- Keep, on record, a list of all college councils and committees and the names of the ASUCC members that serve on them and provide the list to the chair of each committee and/or task force.
- Announce at ASUCC Leadership Board meetings any council and committee meetings scheduled for the week.
- Monitor expenditures from the ASUCC Leadership Team budget.
- Monitor active ASUCC Student Organizations and ASUCC Student Club accounts.
- Provide one (1) written financial report per term to the ASUCC Leadership Board.
- Perform other duties as specified in the ASUCC Constitution and Bylaws.
- Perform other duties as agreed upon by the ASUCC Leadership Board.

TIME COMMITMENT:

- Transition meeting with the outgoing officers prior to officially taking office.
- At least 40 hours of leadership training plus leadership conferences and UCC event participation during the period of July-September, schedule to be determined.
- Twelve (12) work hours per week, each term, beginning the first week of Fall term, excluding finals week and term breaks.
- Weekly ASUCC Leadership Board and ASUCC Leadership Team meetings, as scheduled.
- UCC shared governance committee and council meetings, as determined.
- Activity development and implementation, as determined.
- Leadership workshops and other leadership meetings, as determined and necessary.

COMPENSATION:

An officer receives term tuition assistance (for fall, winter, and spring terms) equal to 12 credits of tuition, excluding all fees. Summer term compensation for participation in leadership training is \$500 and a fuel stipend (if training is held on campus).

QUALIFICATIONS:

When applying, applicants must:

- Have attended UCC the previous term within the same school year
- Have completed three (3) or more credits in the previous term, with a 2.50 GPA or better
- Possess a 2.50 cumulative GPA or better at UCC
- Be enrolled at UCC in three (3) or more credits in winter term
- Not have any formal disciplinary or grievance actions with the college



After applying and throughout the elections process, applicants must:

- Maintain enrollment in and complete three (3) or more credits at UCC during spring term of the current school year, with a term and cumulative 2.50 GPA or higher
- Not have any formal disciplinary or grievance actions with the college

If, at the end of spring term 2022, an individual elected for the office fails to meet the above requirements, the individual will not assume the office.

APPLICATION PROCESS:

If interested in applying, an applicant must submit the following through the online Google Form application no later than **May 6, 2022 @ 6pm:**

- An ASUCC Leadership Board Application;
- A candidate photo and candidate biography;
- A typed nomination statement of no more than 250 words; and
- A nomination petition with twenty-five (25) electronic signatures from students currently enrolled in college credits or other credit at UCC.

Application and nomination petition: www.umpqua.edu/join-asucc/asucc-elections

In addition, the applicant must:

- Attend two (2) ASUCC Leadership Board meetings no later than May 5, 2022. This requirement must be met prior to campaigning. If the applicant is unable to attend the meeting due to a time conflict, the applicant must meet with the ASUCC Elections Chair to determine an alternative.

Optional, but recommended that interested students attend an Applicant Information Meeting.

Contact ASUCC Elections Chair for appointment.

CAMPAIGNING:

An applicant receives the Candidates' Handbook once their application has been submitted and verified. Campaigning runs from May 9-May 20, 2022. A candidate may **not** begin to campaign until they have received and reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. A candidate must also have attended two (2) ASUCC Leadership Board meetings by May 5, 2022.

Applicants will not resort to character defamation, libel or slander of another applicant which includes, but is not limited to remarks and/or written statements regarding other applicants' integrity, character, and ability to hold office. ASUCC Elections are not a popularity contest. It is not an opportunity to belittle another applicant/candidate to appear better. This is about who you are and what you bring to the position.

SELECTION PROCESS:

A qualified candidate who submits their application materials by May 6, 2022 @ 6pm will have their name placed on the ASUCC General Elections ballot. Any qualified applicant who misses the deadline may run as a write-in candidate if application materials are in by May 13, 2022 @ 9am. Selection is by popular vote in the ASUCC Elections.

Umpqua Community College is an Equal Opportunity Educator and Employer.

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with

Questions, Comments or Concerns? Email: [Elections Chair at ASUCCVicePresident@umpqua.edu](mailto:ElectionsChair@umpqua.edu)



Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

It is the policy of the Associated Students of Umpqua Community College and its leadership not to discriminate or harass on the basis of race, color, religion, national origin, sex, gender identity, marital status, disability, veteran status, political affiliation, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. ASUCC Leadership Board also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.