
II. Open Senate Positions - Executive and Representative

The SSCC President

1. Lead the SSCC to fulfill its mission and to provide a constant dialogue between all members of Chabot College.
2. Ensure the integrity and success of SSCC operations as detailed in the SSCC Bylaws and the established SSCC mission and objectives for the term of office.
3. Have the power to veto any legislation passed by the SSCC. The veto must be submitted in writing or emailed to all senators and advisors within forty-eight (48) hours after the passing of said legislation. This veto may be overridden by a three-fourths (3/4) vote of the SSCC during a SSCC Special Meeting or the next SSCC Regular Meeting.
4. Meet regularly with the SSCC Advisor, the Vice President of Student Services, and the College President.
5. Represent the student body of Chabot College and the Student Senate of Chabot College at all SSCC Regular Meetings of the College Council and the Board of Trustees.
6. Chair the Judicial Review Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
7. Appoint a Coordinator Positions amongst Student Representative Council 8. Appoint interim Executive Officers to fill any vacancies per Article II, Section 3.

The SSCC Vice President of Administration

1. Provide leadership and support to the Finance Coordinator and the Operations Coordinator
2. Chair the Finance Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
3. Chair the Campus Vendor Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
4. Draft and propose an annual SSCC Budget for the next academic year to the full Senate for approval before the last SSCC meeting of each spring semester.
5. Act as Chair in the absence of the SSCC President in Regular and Special SSCC meetings.
6. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.
9. Publish, record, and archive agendas and minutes of all SSCC General meetings online where they can be accessed by the public.

The SSCC Vice President of Community Relations

1. Provide support and leadership to the Events Coordinator and Communications Coordinator.
2. Chair the SSCC Communications Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
3. Chair the Events Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
4. Post agendas for all SSCC General meetings in accordance with the Brown Act and email the agendas to all interested parties.
5. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities
6. Coordinate SSCC outreach efforts to the community and local schools.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.

The SSCC Vice President of Government Relations

1. Provide support and leadership to the Legislative Coordinator and At Large Representatives.
2. Serve as the Chair of the Elections Committee and initiate the regular SSCC Elections.
3. Ensure that each Senator is a participant in at least one Shared Governance Committee of Chabot College, maintain an up-to-date list of the meeting times, dates, and locations for all Shared Governance Committees of Chabot College. This list must be available to the student body of Chabot College.
4. Draft resolutions and documents regarding legislative matters for the SSCC.
5. Maintain a complete and permanent record of all amendments on any SSCC governing documents including but not limited to the SSCC Bylaws and Committee Codes approved by the Student Senate and make them available to the public
6. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.

The SSCC Inter-Club Council Chair (hereinafter referred to as the ICC Chair)

1. Act as a liaison between the Inter-Club Council and the Student Senate and regularly provide an overview of ICC activities to the Student Senate, and SSCC activities to the ICC.
2. Conduct and preside over all regularly scheduled meetings of the ICC.
3. Post agendas for all Regular and Special ICC Meetings in accordance with the Brown Act and email the agenda to all interested parties.
4. Ensure that agendas and minutes for all Regular and Special ICC Meetings are posted on the SSCC website.
5. Administer the Inter-Club Council in accordance with the ICC Bylaws approved by the applicable ICC.
6. Sign off on expenditures from the ICC Budget as approved by formal vote of the Inter-Club Council under the ICC Bylaws.
7. Draft and submit an ICC Annual Budget to the full Senate for approval before accessing the funds designated for ICC within the larger SSCC budget.
8. Account for all financial transactions related to ICC, keep proper documentation of these transactions, and make such documentation available to the Student Senate upon request.
9. Maintain an active roster of all student clubs recognized by the ICC and the Student Life Office.
10. Have the authority to appoint an ICC Vice-chair, Secretary, and Treasurer among ICC Representatives from student clubs recognized by the Student Life Office.
11. Provide the Student Senate a monthly written report of financial transactions and activities related to the ICC.

The SSCC Student Trustee

1. Serve as the liaison between the Chabot-Las Positas Community College District (CLPCCD) Board of Trustees and the SSCC.
 2. Attend all regularly scheduled Board of Trustee meetings and represent the Student Senate and the student body of Chabot College.
 3. Draft and submit written reports to the Board of Trustees on SSCC activities and concerns.
 4. Draft and submit written reports back to the SSCC on decisions made by the Board of Trustees.
 5. Be encouraged to participate in the Community College League of California.
 6. Be encouraged to participate in the California Community College Association of Trustees.
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The SSCC Finance Coordinator

1. Administer the financial affairs of SSCC in accordance with the SSCC Finance Code approved by the Student Senate.
2. Serve as Vice Chair of the SSCC Finance Committee
3. Apportion, distribute, and record the movement of all SSCC funds expended per the approval of the Student Senate, as recorded in the minutes of SSCC meetings.
4. Account for all financial transactions involving the Student Senate, keep proper documentations of these transactions, and make such documentations available to the Student Senate and to the public when requested.
5. Publish a monthly written report which reflects all current SSCC expenditures to be presented at the first Regular SSCC meeting of each month.

The SSCC Legislative Coordinator

1. Serve as a liaison between the Student Senate of Chabot College (SSCC) and the Student Senate for California Community Colleges (SSCCC).
2. Attend SSCCC regional and keep campus updated on initiatives
3. Facilitate statewide initiatives as directed by the SSCCC or other statewide governing bodies
 - o Serve as delegate at the SSCCC General Assembly
4. Present resolutions and other voting items from SSCC General Assembly resolutions and other voting items to the SSCC for review
 - o Draft and submit resolutions for consideration by the SSCCC
5. Serve on at least one Chabot College or CLPCCD shared governance committee

The Communications Coordinator

1. Keep the student body well-informed about SSCC governing processes, and decisions made by the SSCC.
2. Serve as Vice Chair of the SSCC Communications Committee
3. Serve as a standing member of the SSCC Events Committee
4. Post meeting agendas and all relevant information regarding the SSCC on website, campus monitors, and social media.
5. Coordinate the promotion of SSCC and all events, services, initiatives, etc.
6. Increase the visibility of the SSCC to the student body
7. Maintain the quality and correctness of any publications related to SSCC business.
8. Serve on at least one Chabot College or CLPCCD shared governance committee

The Events Coordinator

1. Plan and execute all events hosted by the SSCC.
2. Serve as Vice Chair of the SSCC Events Committee
3. Serve as a standing member on the SSCC Communications Committee.
4. Propose a calendar of events including a tentative budget to the Senate by the third week of each semester for feedback and approval.
5. Submit proposals to the Senate for any new events which the Events Committee endorses.
6. Prepare all necessary documentation for each event before the preceding meeting
7. Account for all financial transactions related to an event hosted by the SSCC, keep proper documentation of these transactions, and make such documentation available to the Student Senate when requested.
8. Serve on at least one Chabot College or CLPCCD shared governance committee

The SSCC Operations Coordinator

1. Coordinate and monitor office hour attendance to ensure that the SSCC Office is open and staffed.
2. Maintain archive of agendas and minutes for all SSCC Standing and Ad-Hoc committees
3. Maintain a list of the meeting times, dates, and locations for SSCC Standing and Ad-Hoc Committees. This list must be made public and available to all members of the Chabot College Community.
4. Publish, record, and archive agendas and minutes of all SSCC Standing and Ad-Hoc meetings online where they can be accessed by the public.
5. Post hard copies agendas for all SSCC Standing and Ad-Hoc committee meetings in accordance with the Brown Act and email the agendas to all interested parties.
6. Serve on at least one Chabot College or CLPCCD shared governance committee

Requirements for all Senators

- Serve on, and regularly attend, one (1) college-wide shared governance committee.
- Provide regular reports in regards to developments on the shared governance committees they sit on.
- Serve and regularly attend at least one standing or ad hoc SSCC