



AS COMMISSIONER APPLICATION PACKET

The AS COMMISSIONERS are appointed by the individual AS Directors according to their projects' needs.

There are many AS Commissioner positions, please see attached list of positions and responsibilities.

All AS Commissioners must have an overall G.P.A. of 2.0, currently enrolled in six (6) or more units at Santa Monica College, and have purchased a current AS Membership Sticker for \$19.50; no waivers accepted.

AS COMMISSIONER APPLICATION PACKET (6 pages) - MUST BE TYPED & Download for Signatures:

1. **Typed Application-** (page 1) You may apply for as many positions as you would like. Complete the blank lines below.
2. **Typed Personal Information-** (page 2).
3. **Typed AS Office Policies-** (page 3).
4. **Typed Essay-** (page 4): Describe why you want to be involved in student government & what you can contribute to this organization.
5. **Typed Resume-** Attach to this packet: List of your academic, employment or volunteer experiences and applicable skills.
6. **Attach FERPA Confirmation Email:** see FERPA Flyer on AS Website, www.smc.edu/associated_students; "Forms & Documents"

Eligible Applicants will be contacted for an interview and selected by the individual AS Directors. Commissioners work schedules will be established by the individual director, according to their projects' needs.

Submit a **COMPLETE Packet (6 pages)** to the AS Office, Cayton Center, Room #202 (above the cafeteria), Ph: (310) 434-4250

Student Name: _____ SMC ID#: _____

Contact Ph#: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Student Signature: _____ Date: _____

List the Director Title(s) you want to work for & their Commissioner Position(s) in PREFERENCE order:

- 1) Director Title: _____ Commissioner Position: _____
- 2) Director Title: _____ Commissioner Position: _____
- 3) Director Title: _____ Commissioner Position: _____

A.S. OFFICE USE ONLY	
ELIGIBILITY	<p>STEP #1: A.S. Staff - Circle one answer for each criteria: FERPA Trained: Y, N; A.S. Staff (initials): _____ Date: _____</p> <p>2.0+ GPA: Y, N, N/A; 6- Units: Y, N; Purchased Current AS Sticker: Y, N; A.S. Staff (initials): _____ Date: _____</p>
DIRECTOR	<p>STEP #2: AS Director Approval: Commissioner Status: <input type="checkbox"/> Primary <input type="checkbox"/> Regular <input type="checkbox"/> Pass Application to next Director on list.</p> <p>AS Director: _____ Date: _____</p> <p style="text-align: center;">(printed name) (signature)</p>
DEAN	<p>STEP #3: Mrs. Hearn, Dean of Student Life or Designee's Signature: _____ Date: _____</p>
FINAL	<p>STEP #4: Commissioner's name will be included on the current commissioner list in the AS Office & a name badge will be issued.</p>
EXPIRATION	<p>COMMISSIONER EXPIRATION, RESIGNATION OR TERMINATION</p>
	<p>Assignment ended on (Date): _____ Reason: _____</p> <p>AS Director Signature: _____ Mrs. Hearn's or Designee's Signature: _____</p>



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PERSONAL INFORMATION FORM

Student Name:	SMC ID#:
1. Did you purchase a \$19.50 AS Membership Sticker for this semester?	AS Sticker #:
2. How many units are you currently enrolled in at Santa Monica College?	
3. How many units have you completed at Santa Monica College?	
4. What is your current cumulative GPA (i.e., 3.8)?	
5. When do you expect to complete your education at Santa Monica College (i.e., Spring 2012)?	
6. Did you vote in last year's Associated Students Election?	
7. If you are not selected for the position(s) you applied for, would you be interested in another Commissioner Position?	
8. If Yes, which other Director title(s) would you like to work for?	
a) Director Title: _____	Commissioner Position: _____
b) Director Title: _____	Commissioner Position: _____
c) Director Title: _____	Commissioner Position: _____
d) Director Title: _____	Commissioner Position: _____
e) Director Title: _____	Commissioner Position: _____
f) Director Title: _____	Commissioner Position: _____



AS / Student Life Office Policies

The primary role of the Associated Students Office is to serve the students of Santa Monica College. Computers and meeting places are for official Associated Students business. The following policies have been established for order, professionalism and to enhance the ability of the Associated Students to conduct business.

The AS Office is a shared space with the SMC Student Life Office, which supports the AS Board of Directors, therefore you will be sharing the office space with the Student Life Department Dean, Counselors and Staff.

1. The Commissioner positions are appointed positions and as a Commissioner you must conduct yourself in a professional manner.
2. The Director will establish the role of the Primary Commissioner.
3. Primary Commissioners may be in the Director's area without the Director present, only if they are working on an AS Project.
4. All Commissioners (including Primary) may not have visitors in the Director's area. If you must work with a visitor on an AS Project, meet with them in the AS Conference room or in the Cayton Study area.
5. All work done in the Director's area must be Associated Students related: **NO PERSONAL WORK.**
6. All Commissioners (including Primary) must wear their issued A.S. ID Badges while in the AS Office.
7. Only Directors and Commissioners may meet in the AS Den. Commissioners may not meet with or have visitors in the Den.
8. Do not hold meetings with students in the reception waiting area. The waiting area is for people waiting to see a Counselor, the Dean of Student Life, AS Directors, or Student Life Staff.
9. Do not "hang-out" in the AS Office, Directors' Area, Den, or Conference room. You must be working on an AS Project.
10. Inform your friends- they may not enter the Director's area without the Director present.
11. Unruly or loud behavior will not be tolerated.
12. The Student Life Staff and Student Workers report directly to the Dean of Student Life; do not delegate work to them.

I have read and understand my responsibilities as a Commissioner for the Associated Students of Santa Monica College. I also understand that I may be removed from my position for violating any of the above policies.

Student Name

Signature

Date

Associated Students of Santa Monica College
AS COMMISSIONER APPLICATION PACKET

ESSAY

Describe why you want to be involved in student government and what you can contribute to this organization

Student Name: _____ SMC ID#: _____

Associated Students of Santa Monica College

A.S. COMMISSIONERS' RESPONSIBILITIES

Commissioners work in conjunction with their respective Directors. This list has been created to appropriate specific responsibilities for each Commissioner. These duties are not inclusive and each Commissioner may be delegated additional responsibilities. A.S. Directors may have up to 4 A.S. Commissioners.

A.S. PRESIDENT (310) 434-4251

- 1.1 Primary Commissioner to the AS President:** Serves as the general office manager by organizing the relations of all the Commissioners through monthly meetings and reports. Shall provide general support to the President, with weekly briefings on campus news and events.
- 1.2 Commissioner of Legislative Affairs:** Shall be the liaison between the Associated Students and the California State Legislature, California Community College Chancellor Office, and the California Student Association of Community Colleges. Shall be responsible for coordinating all state – wide lobbying efforts, keeping track of all bills and that affect the students of Santa Monica College, serve as the CalSACC representative, and serve as chair of the A.S. Lobbying Committee.
- 1.3 Commissioner of Public Relations:** Shall be responsible for preparing all press releases to various media outlets. Shall serve as the liaison between Associated Students and the Santa Monica College Corsair Newspaper, the Santa Monica College Office of Public Information, and any other media outlet deemed by the Board of Directors.
- 1.4 Commissioner of International and Non-Resident Students:** Shall be the liaison between the Associated Students and the International and Non-Resident student population. Shall work with the counseling and admissions departments to assess the issues pertaining to International and Non-Resident students.

2. A.S. VICE PRESIDENT (310) 434-4969:

- 2.1 Commissioner of Community Relations:** Shall be the liaison between the Associated Students and the Santa Monica City Council, the Santa Monica Chamber of Commerce, the Santa Monica Junior Chamber of Commerce and any other local organization that is deemed necessary by the Board of Directors. Shall be responsible for organizing volunteer opportunities for the Associated Students.
- 2.2 Joint Council/Constitution Committee Secretary:** Shall prepare minutes and agendas for Joint Council and Constitution Committee meetings.
- 2.3 Commissioner of High School Recruitment:** Shall be responsible for encouraging potential students of Santa Monica College to become involved with the Associated Students Government and/or campus clubs. Shall work with the counseling department to visit different high schools and promote the benefits of the extracurricular activities at Santa Monica College.
- 2.4 Commissioner of Membership Benefits:** Shall be primarily responsible for promoting and increasing the benefits of the Associated Students Membership. Shall work in conjunction with the Admissions office to promote the benefits to students.

3. A.S. SECRETARY (310) 434-4971: (besides the one listed below; 3 additional Commissioner Positions are available)

- 3.1 Commissioner of Historical Records:** Shall work in cooperation with the Associated Students Secretary to document all the activities and accomplishments of the Associated Students. Shall coordinate the Santa Monica Associated Students Board archive shall enforce Parliamentary Procedure, Robert's Rules of Order and The Brown Act at all Associated Students Board Meetings. Shall also be the official timekeeper of the Associated Students Board Meetings.

4. A.S. DIRECTOR OF BUDGET MANAGEMENT (310) 434-4970

- 4.1 Finance Committee Secretary:** Shall be responsible for preparing the agenda and minutes for each finance committee meeting in cooperation with the Director of Budget Management.
- 4.2 Commissioner of A.S. Financial Reports:** Shall work with the Director of Budget Management to create a financial balance sheet and income and expenses summary of Associated Students finances at least three times a semester.
- 4.3 Commissioner of I.C.C. Financial Reports:** Shall keep an account of each club's allotment and special account balance and shall report to the ICC at least three (3) times a semester.

4.4 Commissioner of Inventory (pending approval of A.S. Board): Duties include managing and updating Associated Students Inventory, placing SMC bar codes and A.S. logos on all items purchased by the Associated Students and Inter-Club Council, and management of inventory storage. Document any damage to items and notify Director of Budget Management immediately upon notice of lost items. Contact clubs every semester to ensure location of items and check out items to clubs when items are requested. Will collect all inventory items at the end of fall and spring semesters for storage with the Associated Students.

5. A.S. DIRECTOR OF STUDENT SERVICES (310) 434-4963

5.1 Commissioner of Diversity: Shall serve as a liaison between the student centers which promote diversity such as African American Collegian Center, Latino Center, the Women's Center, the TRIO program and Pico Partnership. Shall serve on the Campus Resource Fair Committee.

5.2 Commissioner of Campus Service: Shall serve as a liaison between the Associated Students and the campus food services, the Santa Monica College Bookstore, A&R Bookstore, Health and Psychological Services. Shall be responsible for creating and maintaining the Associated Students Book Exchange Program, and the Associated Students Book Reserve Program. Shall serve on the Campus Resource Fair Committee.

5.3 Student Connection Coordinator: Shall be responsible for maintaining and updating the information that the Student Connection that is located in the Cayton Center. The Student Connection is the campus information center that is sponsored and ran by the Associated Students. It provides information about the many different services, and events that the college provides.

5.4 Commissioner of Parking and Transportation: Shall be the liaison between the Associated Students and the Santa Monica Municipal Bus Line and the Campus Police. Shall coordinate and maintain the Associated Students Bus Riding Program, and the Santa Monica College Shuttle Program.

6. A.S. DIRECTOR OF STUDENT INSTRUCTIONAL SUPPORT (310) 434-4252

6.1 Commissioner of Instructional Labs: Shall serve as a liaison between the Associated Students and the campus instructional labs such as: The Business Tutoring Lab, English Reading Lab, English 81 Writing Lab, Humanities Tutoring Center, Math Lab, Modern Language Tutoring Center, Science Tutoring Lab, and any other lab deemed necessary by the Board of Directors.

6.2 Commissioner of Computer Labs: Shall serve as a liaison between the Associated Students and the campus computer centers such as: The Associated Students Computer Lab, Academy Computer Labs, the Accounting Lab, CalWORKS Lab, Digital Photography Lab, English Drop-In Lab, Geographic Information Systems Lab, High Tech Training Center, Keyboard Lab, Library Lab, Modern Language Lab, Music Department CAI Lab, NT Networking Lab, Nursing Lab, Programming/Applications Lab, Science Learning Resource Center, Virtual Office Hours Lab, Writing Lab, and any other computer labs deemed necessary by the Board of Directors.

6.3 Commissioner of Disabled and Learning Services: Shall serve as a liaison between the Associated Students and the Library and the Learning Resource Center. Shall be the liaison between the Associated Students and the Disabled Students population. Shall work with the Disabled Students Center and communicate any concerns that affect disabled students to the board of directors.

6.4 Commissioner of Counseling and Matriculation: Shall be the liaison between the Associated Students and the Counseling office, Transfer Center, the office of matriculation, admissions and records offices. Shall be responsible to help promote campus college fairs and coordinate the Associated Students involvement in the Weekend of Welcome (New Student Orientation).

7. A.S. DIRECTOR OF STUDENT OUTREACH (310) 434-4964

7.1 Commissioner of Satellite Campuses: Shall be the liaison between the Associated Students and the Airport Madison, Academy of Entertainment and Technology and Emeritus Campuses. Shall also be the liaison between the Associated Students and Community Service Extension Students. Shall be responsible for bringing the concerns of these students to the Director of Student Outreach.

- 7.2 Commissioner of Alumni Relations:** Shall be the liaison between the Associated Students and the Alumni Association. Shall be responsible for coordinating with the alumni association to encourage good relations with the Associated Students.
- 7.3 Commissioner of Athletics:** Shall be the liaison between the Associated Students and the Athletic Department. Shall work with the Athletic Director to promote all sporting events and coordinate homecoming with the Director of Student Outreach. Shall serve on the Associated Students Homecoming Committee.
- 7.4 Commissioner of Evening Students:** Shall be the liaison between the Associated Students and evening and weekend students. Shall primarily be responsible for coordinating the evening activities and to represent the interests of evening and weekend students.
- 8. A.S. DIRECTOR OF ACADEMIC SUPPORT (310) 434-4962**
- 8.1 Commissioner of Shared Governance:** Shall be responsible for organizing students to serve on shared governance committees in conjunction with the President and Director of Academic Support.
- 8.2 Commissioner of Mathematics and Sciences:** Shall be the liaison between the Associated Students and the Physical Science, Life Science, Health Science, Physical Education, Environmental Studies, Computer Science, and the Mathematics departments.
- 8.3 Commissioner of Business, Humanities and Vocational Studies:** Shall be the liaison between the Associated Students and the Business, Social Studies, Communication, Psychology, Child Development, Architecture, Auto/Trades, Cosmetology departments, and the Office of Workforce and Development.
- 8.4 Commissioner of Arts and Languages:** Shall be the liaison between the English, ESL, Modern Languages, Design Technology, Graphic Arts, Interior Design, Music, Art, Dance, and Theatre Arts departments.
- 9. DIRECTOR OF FINANCIAL SUPPORT (310) 434-4967**
- 9.1 Commissioner of Scholarships:** Shall serve as a liaison between the Associated Students, the Job Center, the Community Service Learning Center Program, and the Scholarship Office. Shall be responsible for promoting internship opportunities, scholarships, and job fairs to the student population.
- 9.2 Commissioner of EOPS and Financial Aid (possibly name change):** Shall serve as a liaison between the Associated Students and the Extended Opportunity Programs & Services (EOPS), Financial Aid Office, Pico Partnership, California Work Opportunities and Responsibility to Kids (CalWORKs), Cooperative Agencies Resources for Education (CARE), and the TRIO program. Shall work with the Director of Financial Support in maintaining and promoting the Emergency Book Loan Program.
- 9.3 Commissioner of SMC's Credit Union:** Shall be the liaison between the Associated Students and the Santa Monica School Employee's Federal Credit Union. Shall work to create and maintain the Cash Loan Program. Shall promote services offered by the credit union to students.
- 9.4 Commissioner of School Relations:** Shall be the liaison between the Associated Students and the SMC General Advisory Board, the SMC Associates, and the SMC Foundation.
- 10. DIRECTOR OF ACTIVITIES (310) 434-4966**
- 10.1 Commissioner of Bands and Concerts:** Shall work with the Director of Activities to coordinate all bands, concerts and their respective contracts that are brought to campus by the Associated Students. Shall sit on the Associated Students Activities Committee.
- 10.2 Commissioner of Speakers:** Shall work with the Director of Activities to coordinate all speakers and groups and their respective contracts that are brought to campus by the Associated Students. Shall sit on the Associated Students Activities Committee.
- 10.3 Commissioner of Multiculturalism:** Shall work with the Director of Activities to create forums and events for free-speech and promote the diverse cultures at SMC. Shall be responsible for assisting the college's development in awareness and community building by facilitating events and speaker's forums.
- 10.4 Commissioner of Facilities:** Shall be the liaison between the Associated Students and the Facilities Department. Shall be responsible for up keeping and maintenance of the Cayton Center Lounge and the Amphitheater. Shall be the Associated Students representative on the District's Facilities Committee.

11. DIRECTOR OF PUBLICITY (310) 434-4965

- 11.1 Commissioner of Advertising and Promotions:** Shall be responsible for creating and delivering to the Santa Monica College Corsair or other outlets, all advertisements that are necessary to promote the Associated Students events. In addition s/he shall work on any flyers, posters, pamphlets, sandwich boards, and banners, which may be needed.
- 11.2 Commissioner as the A.S. Webmaster:** Shall be responsible for creating and maintaining the Associated Students Website.
- 11.3 Commissioner of Communications:** Shall be the liaison between the Associated Students and student radio station KWRF, the college television station KSMC and the college radio station KCRW.
- 11.4 Commissioner of A.S. Publications:** Shall be responsible for assisting the Director of Publicity in creating the Associated Students newsletter.

12. STUDENT TRUSTEE (310) 434-4980

The Student Trustee accepts four (4) commissioners for various duties as assigned. Please contact the Student Trustee.

13. DIRECTOR OF SUSTAINABILITY – (310) 434-4975

This Director position accepts four (4) Commissioners for various duties. Please contact the Sustainability Director.

14. INTER-CLUB COUNCIL (ICC) OFFICERS - ICC CHAIR (310) 434-4238; ICC VICE-CHAIR (310) 434-4968; and ICC SECRETARY (310) 434-4270

The ICC OFFICERS will accept up to 4 commissioners each, the commissioner positions are as follows:

- 14.1. Commissioner of Club Evaluation: Shall attend club meetings and activities. Shall evaluate clubs according to their performance. Shall update the club pointing system throughout the semester.
- 14.2. Commissioner of ICC Events: Shall assist the ICC officers in organizing the A.S. Election, Club Row, ICC Social and ICC Retreat.
- 14.3. Commissioner of ICC Database: Shall manage the ICC database of club information. Shall have basic knowledge in computer programs such as MS Excel, MS Access and HTML.
- 14.4. Commissioner of ICC Meetings: Shall facilitate the running of ICC meetings. Shall help the ICC officers in setting up 15 minutes before the meetings and clean up after the meetings. ICC Representatives preferred.