

Associated Students of Santa Monica College
ASSOCIATED STUDENTS COMMISSIONER APPLICATION

Thank you for your interest in a COMMISSIONER position with the Associated Students.

- The COMMISSIONERS are appointed by individual Directors.
- **Please see attached list of Commissioner positions and responsibilities.**
- A Primary Commissioner must have an overall G.P.A. of 2.0 and currently enrolled in six (6) or more units at SMC.
- A Regular Commissioner must be enrolled at SMC and maintain a 2.0 G.P.A.
- For additional information, please see A.S. Constitution, Article II, Sections 6 & 9.

Please submit the following with your application:

1. **Resume-** (please type) With descriptions of involvement within your community or school, and any other relevant experiences, as well as contact information (Name, Phone Number, and Student ID Number). Include leadership experience, high school experience and experience in the area for which you are applying, one page long.
2. **Essay-** (please type) Describing why you want to assist in the area you are applying for and what you believe you can contribute to the organization, about half page.
3. **Personal Information Form on Backside-** In addition to attaching your Resume and Essay; please complete the questions on the backside of this form.
4. **A.S. Office Policies-** Please read, understand and sign the attached form.

The Application, Resume, Essay, and Summary for a COMMISSIONER position are reviewed by the individual Directors. Eligible Applicants will be contacted for an interview. AS Office Phone Number: (310) 434-4250.

COMMISSIONER APPLICATION

Name: _____ Date: _____

SMC Student ID# _____ AS Sticker # _____

Address: _____
(street) (city) (zip)

Ph #: _____ Email: _____

COMMISSIONER for Director of _____

COMMISSIONER POSITION: _____

----- A.S. OFFICE USE ONLY -----

APPROVED DECLINED PENDING DATE OF TERM TO BEGIN: _____

PRIMARY COMMISSIONER Yes No May utilize my area when I'm not present: Yes No

Commissioner Position Assigned: _____
(Please see attached Commissioner Responsibilities list.)

Signatures: _____
(A.S. Director) (Associate Dean of Student Life)

TERM EXPIRATION FORM

Resigned Terminated Term Expired Date of Term Expired: _____

Comments: _____

Signatures: _____
(A.S. Director) (Associate Dean of Student Life)

PERSONAL INFORMATION FORM

1. How many units are you currently enrolled in Santa Monica College? _____
2. How many units have you completed at Santa Monica College? _____
3. What is your current cumulative GPA (i.e., 3.5)? _____
4. When do you expect to complete your education at Santa Monica College (i.e., Spring 2009)? _____
5. Did you vote in last year's Associated Students Election? Yes No
6. If you are not chosen for the Commissioner position you applied for, would you be interested in another Commissioner position?
 Yes No

If yes, which other positions would you be interested in?

Associated Students of Santa Monica College

Associated Students 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.

1. The Commissioner positions are appointed positions and as a Commissioner you will conduct yourself in a professional manner during your time and/or in the Student Life/Associated Students office.
2. The Director and the Primary Commissioner must establish the role of the Primary Commissioner and uphold that role.
3. Primary Commissioners may be in the Director's area without the Director present.
4. All Commissioners (including Primary) may not have visitors in the Director's area without the Director present.
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. When meeting with three (3) or more people (including the Director), Directors are asked to hold these meetings in the Den or Conference rooms.
8. Only Directors and Commissioners may meet in the Den/Conference rooms.
9. Please do not meet in the reception waiting area; it is the waiting area for persons waiting to see a Counselor, the Associate Dean of Student Life, or other staff members.
10. Please let your friends know- they may not enter the Director's area without the Director present.
11. Unruly behavior will not be tolerated.
12. The Student Life Staff and Student Workers report directly to the Associate Dean of Student Life; please 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.

Print Name

Signature

Date

Associated Students of Santa Monica College
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. The creation and any changes of this list requires a 2/3 vote of the Associated Students Board of Directors. (Established August 2001).

Each Director may have up to four (4) Commissioners.

1. 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. 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. SECRETARY (310) 434-4971:

- 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. 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. 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. 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. 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. 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 KWRP, 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. DIRECTOR OF SUSTAINABILITY – (310) 434-4975

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

13. INTER-CLUB COUNCIL (ICC) OFFICERS

The ICC accepts four (4) Commissioners per Director/Officer for various duties as assigned by each ICC Officer. Please contact the ICC Officer regarding current duties available. The ICC's purpose is to establish coordination, communication, and cooperation of all ICC Clubs and to promote club activities with public awareness of those activities.

12.1 ICC CHAIR (310) 434-4968

12.2 ICC VICE-CHAIR (310) 434-4238

12.3 ICC SECRETARY (310) 434-4270

14. STUDENT TRUSTEE (310) 434-4980

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