

Duties of Secretary

- a. Issue calls to meetings as directed by the Associated Student Government President. Create and post agendas in a place of clear view to the Public a minimum of 72 hours prior to the meeting in accordance with Brown Act as well as on the AS webpage.
- b. Keep appropriate records accessible to Students and the public.
- c. Take proper minutes at all ASG meetings.
- d. Oversee the AS webpage and make sure it is current.
- e. Make copies of Agendas and Minutes for all meeting attendees.
- f. Record and publish minutes of all meetings of the Associated Student Council within 96 hours of each meeting in a place of clear view to the public as well as on the AS webpage.
- g. To issue copies of the minutes to the Vice President of Student Services, the College President, the Dean of Student Affairs, all Club Representatives and their Advisor's, The Associated Student Government members and any requesting individuals.
- h. Keep a master binder of Agendas and Minutes (final copies) with signatures. In addition make sure there are electronic copies of all Agendas and Minutes available on the AS webpage.
- i. Conduct routine correspondence pertaining to this office, including notification of the Executive Council in advance of all activities additional to business meetings.
- j. Take "notes" or documentation for unofficial meetings.
- k. Attend every ASG meeting on time.
- l. Find a replacement to fill in if unable to attend an Associated Student Government meeting.
- m. Must notify the Associated Student Government President no less than 24 hours in advance if unable to attend an Associated Student Government meeting.

- n. Work closely with the Associated Student Government President on current issues and agenda items and assist as needed.
- o. Handle and organize, contact and sign in sheets and file or put in data base.
- p. Keep an updated master list of all Student Government members' contact information.
- q. Be knowledgeable in Roberts Rules of Order and the Brown Act.
- r. Keep, organize and file any other documents important to the ASG and/or campus.
- s. Assist the ASG with creating advertisements/flyers for Associated Student events or special activities.
- t. Always represent the Associated Student Council and the campus student body in a professional manner.
- u. Always represent the entire council's stance, not personal opinions.
- v. Promote and practice open communication within the Student Government as well as teamwork and unity within the Student Government.
- w. Help to remind Student Government members of deadlines and plans as reflected in minutes.
- x. Assist students with AS memberships (planners, scantrons, benefits, and be knowledgeable of process.
- y. Help plan, organize and coordinate events- at the Associated Student President's request.
- z. Be dependable and work scheduled office hours.
- aa. Remain responsive to the needs of the students of Miramar College.
- bb. To attend as many AS events (i.e.: welcome week, Conferences, book exchange, etcetera) as much as possible and to help out during these events.
- cc. Any speaker during an ASG meeting may give their pronouns for the Secretary to record in the official minutes for use in any correspondence with the individual.