

## Duties of Vice President

- a. Serve as Chair of AS meetings in the absence of the President of the ASG.
- b. Attend special functions as needed with the President.
- c. Assist the President with any duties or projects when needed.
- d. Develop and maintain close working relationship with the President.
- e. Help President oversee government functionality and making sure things get done.
- f. Help organize/plan activities.
- g. Always represent the AS and the campus student body in a professional manner.
- h. Always represent the entire Student Government's stance and not personal opinions.
- i. Promote and practice open communication within the Student Government.
- j. Promote and practice teamwork and unity within the Student Government.
- k. Maintain relationships with all campus clubs and keep track of current board members and advisors.
- l. Relay inquires requests or concerns of clubs to the AS and help address/solve issues.
- m. Assist in club certification process and attend club trainings with President.
- n. Attend every AS meeting on time.
- o. Promote student participation in clubs and AS.
- p. Promote/organize club participation in AS events.
- q. Sit on district committees if asked and when possible.
- r. Assist the President in keeping open communication and teamwork in the Student Government.
- s. Be knowledgeable in Robert Rules and the Brown Act.
- t. Assist students with AS memberships (planners, scantrons, and benefits).
- u. Be dependable and work scheduled office hours.
- v. Be the official liaison to and for all campus clubs.

- w. Serve as ex-officio member on all committees of the ASG in the absence of the President.
- x. Remain responsive to the needs of the students of San Diego Miramar College.
- y. Actively promote greater participation in campus events and activities.
- z. To attend campus committee meetings and report committee issues to the Student Government.
- aa. 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.