Job Description – CHAIR OF STUDENT ORGANIZATIONS

The Chair of Student Organizations shall:

A. Supervise and oversee the Senate Student Organizations Committee
   a. Make sure the Committee is cognizant of relevant student organization issues
   b. Lead the hearing of student organizations presenting to the committee, which consists of a brief (two-minute) description of the club followed by questions from the committee
   c. Track attendance of clubs scheduled to present to the Committee
   d. Deliver list of new student organizations to the Chair of the Student Issues Committee of the A.S. Senate (to present to Senate the following Senate meeting for approval)
B. Facilitate Student Organization Registration with SLIC Executive Assistant
C. Serve on A.S. Budget Committee (ASBC)
D. Attend all A.S. Team meetings
E. Support A.S. and Torero Program Board events
F. Attend all A.S. Senate meetings and chair the Senate Student Organizations Committee
G. Collaborate with the Senate Chair of Student Life to assess issues that may overlap and be jointly resolved.
H. Create, monitor, and maintain the Student Organizations Budget