JOB DESCRIPTION - CHAIR OF STUDENT ORGANIZATIONS

Section 4  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 Speaker of the Senate for approval at the following meeting of the Associated Students Senate.

B. Facilitate Student Organization Registration with the Associated Students Activities and Budget Coordinator.

C. Plan and coordinate a Student Organizations Mixer each academic semester.

D. Assist in the coordination of the Student Organization Conferences each academic semester, as well as with the Student Organizations Awards at the end of the academic year.

E. Attend all AS Senate meetings and chair the Student Organizations Committee of the Associated Students Senate.

F. Attend both spring and winter AS retreats.

G. Train and transition newly-appointed Chair of Student Organizations.
JOB DESCRIPTION - CHAIR OF STUDENT ORGANIZATIONS

H. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.

I. Support Associated Students and Torero Program Board events.

J. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.