

# Riverside City College

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*Associated Students of Riverside City College*  
A.S.R.C.C

## Application for Executive Branch

The Executive Branch shall consist of the ASRCC President, the ASRCC Vice-President, and the Executive Cabinet. The Executive Cabinet shall include the Secretary, the Treasurer, the directors of CAC, ICC, and PR. The Executive Branch also consists of the members of CAC, ICC, and PR. The duties and responsibilities of the Executive Branch are to oversee the workings of the government through implementation of events and interclub relations. The Executive Branch is the bridge between the government and the students of Riverside City College by advocating for awareness.

## Basic Information

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Birthday: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Paid Student Service Fees? \_\_\_\_\_

Major: \_\_\_\_\_ Units Completed at RCC: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Current Units in Progress: \_\_\_\_\_

## MEMBER DUTIES

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### ***Campus Activities Council (C.A.C)***

- a. Responsible for attending all CAC Meetings,
- b. Help create, facilitate, and attend events.
- c. Fulfill duties as delineated in the college constitution and/or by-laws.
- d. Accept responsibilities as deemed necessary.

### ***Public Relations (P.R)***

- a. Responsible for attending all PR meetings.
- b. Help create, facilitate, and disseminate advertisements of ASRCC,
- c. Fulfill duties as delineated in the college constitution and/or by-laws.
- d. Accept responsibilities as deemed necessary.

### ***Inter-Club Council (I.C.C) Liaisons:***

- a. Responsible for communicating with the assigned clubs' representatives.
- b. Acting as the liaison between assigned clubs and ICC Director and Co-Director.



## **DIRECTOR/CO-DIRECTOR DUTIES**

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### ***Campus Activities Council (C.A.C)***

- a. Preside over all CAC meetings, enforce the by-laws, prepare and post agendas and appoint a person(s) or committee(s) to expedite the business of the CAC.
- b. Plans and executes all CAC events.
- c. Advise and assist the ASRCC President and Vice-President.
- d. Fulfill duties as delineated in the college constitution and/or by-laws.
- e. Assistant Director will assume all the above duties in the absence of the Director.

### ***Public Relations (P.R)***

- a. Preside over all PR meetings, enforce the by-laws, prepare and post agendas and appoint a person(s) or committee(s) to expedite the business of the PR.
- b. Maintain ASRCC social media regularly, including Facebook, Instagram, Twitter, and any other means used by students.
- c. Advise and assist the ASRCC President and Vice-President.
- d. Fulfill duties as delineated in the college constitution and/or by-laws.
- e. Responsible for assigning members to update campus digital media to conform with ASRCC advertisements.
- f. Assistant Director will assume all the above duties in the absence of the Director.



## DIRECTOR/CO-DIRECTOR DUTIES

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### ***Inter-Club Council (I.C.C)***

- a. Preside over all ICC meetings, enforce the by-laws, prepare and post agendas.
- b. Maintain relations with all clubs and organizations on campus.
- c. Advise and assist the ASRCC President and Vice-President.
- d. Fulfill duties as delineated in the college constitution and/or by-laws.
- e. Assistant Director will assume all the above duties in the absence of the Director.



## OTHER DUTIES

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### ***Treasurer:***

- a. Serve as an advisor to all ASRCC committees, councils, clubs, and organizations on budgetary matters.
- b. Advise and assist the ASRCC President and Vice-President.
- c. Fulfill duties as delineated in the college constitution and/or by-laws.
- d. Be the chair of the ASRCC Budget Committee, as a non-voting member.
- e. Shall present full or partial reports concerning the budget to the executive cabinet and Senate on a bi-weekly basis.
- f. Keep thorough records of all accounting paperwork.
- g. Will have weekly meetings with the Senate Finance Chair.
- h. Responsible for signing requisitions daily.

### ***Executive Secretary:***

- a. Take and maintain accurate minutes of Executive Cabinet meetings.
- b. Advise and assist the ASRCC President and Vice-President.
- c. Be present at all meetings in which they are responsible for taking and maintaining minutes.
- d. Report to the Executive Cabinet, Senate, and the Supreme Court records of the minutes when requested by those bodies.
- e. Fulfill duties as delineated in the college constitution and/or by-laws.
- f. Keep minutes and agendas open and available for the public and store them electronically.
- g. Will have weekly meetings with the secretaries of other branches and ad-hoc groups.
- h. Maintain attendance records of all ASRCC members.



## **EXECUTIVE BRANCH POSITIONS**

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Which executive branch positions(s) are you applying for?

### **Campus activities Council (C.A.C)**

Campus Activities Council (CAC)  
Director

Campus Activities Council (CAC)  
Assistant Director

Campus Activities Council (CAC)  
Member

### **Public Relations (P.R)**

Public Relations (PR)  
Assistant Director

Public Relations (PR)  
Member

Public Relations (PR)  
Director

### **Inter-Club Council (ICC)**

Inter-Club Council (ICC)  
Director

Inter-Club Council (ICC)  
Assistant Director

Inter-Club Council (ICC)  
Club Liaison

### **Other :**

Treasurer

Secretary



# AVAILABILITY

Do you currently have a job?  Yes  No

If yes, Please fill in hours below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Work Hrs							
Class Hrs							—

Are you familiar with the Brown Act?  Yes  No

Are you familiar with Robert’s Rule of Order?  Yes  No

By signing below I agree to block off all appropriate meeting times needed to be fulfilled by the position and/or any shared governance obligations. If I fail to meet these obligations, I understand it may result in disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## QUESTIONS

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What innovative ideas can you bring to this position?

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What past experience in leadership have you had?

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List any extracurricular activities you have been a part of:

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Briefly explain why you are interested in this position:

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What makes you qualified for this position?

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