



Associated Students of Moorpark College

Job Description: Director of Student Organizations

1. Shall represent to the ASMC Board of Directors (AS BOD), within their respective capacity, all recognized student organizations in good standing.
2. Shall serve as the liaison between the AS BOD and the Inter-Club Council (hereby referred to as ICC).
3. Shall chair ICC meetings, and prepare, distribute and post an agenda and related materials to all members of the ICC.
4. Shall process and manage student organization renewals during the end of the spring semester in accordance with the renewal process along with the AS advisor.
5. Shall review new student organization applications and present recommendations for AS BOD approval.
6. Shall notify the Board of Directors of any action to place a student organization on probation or suspension within twenty-four (24) hours of the time such action is recommended. The AS BOD may take such action as appropriate upon notification.
7. Shall serve as a voting member on the Associated Students Programming Committee.
8. Shall oversee the coordination and posting of a compiled calendar of club information (Meeting Times, Dates, and Location).