



Associated Students of Moorpark College

Job Description: President

1. Shall preside at all meetings of the Associated Students Board of Directors (AS BOD).
2. Shall be responsible for all executive functions of the AS BOD, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible, while serving as the official spokesperson of the Associated Students Board of Directors and representing only those positions endorsed by the AS BOD.
3. Shall serve as a liaison between the college administration and the Associated Students.
4. Shall report to the AS BOD any action or occurrence taken or witnessed at a meeting or function attended on behalf of the Associated Students as it pertains to the purpose of the Associated Students.
5. Shall prepare and post an agenda for the Board of Directors meeting in consultation with the Vice President and the AS Advisor and distribute the agenda and related documents to each officer seventy-two (72) hours in advance of each meeting, in accordance with the Brown Act.
6. Shall have the power to call for special Board of Directors meetings, giving notice to all members of the AS BOD and AS advisor and posting an agenda twenty-four (24) hours in advance, in accordance with the Brown Act.
7. The President shall reserve his/her vote only in the event of a tie, or where his/her vote will affect a constitutionally required two-thirds (2/3) or three-fourths (3/4) vote.
8. Shall be an authorized signatory on all accounts of the Associated Students.
9. Shall make all nominations for vacant positions of the AS BOD. Said nominees shall be confirmed with a two-thirds (2/3) approval of the existing AS BOD.
10. Shall meet with the AS Advisor on a weekly basis during the term of office (fall and spring semesters, excluding breaks and summer sessions).
11. Shall be responsible for the external administrative duties of the Board of Directors, with a specific focus on the sustainability and longevity of the BOD.