



**Associated Students Organization
Los Angeles Southwest College**

ASO Commissioner Positions Descriptions:

CHIEF JUSTICE

- Have an advisory vote during Executive Board meetings and a regular vote at ASO meetings.
- Responsible to make Supreme Court decisions public and, on the request of the ASO President or a majority of the Student Council, to publish a report of the decision.
- Serve as official representative of the Supreme Court at all ASO affairs.
- Coordinate and chair the Constitutional, Bylaws, and Parliamentary Procedures Review Committee when revisions are necessary.
- Possess working knowledge of the ASO Constitution, Bylaws, Parliamentary procedures, Brown Act, and Roberts Rules of Order.
- Advise the ASO on matters of procedure.
- Seek the advice of the ASO advisor or other knowledgeable administrative staff on matters concerning LACCD or campus rules and regulations and advise the ASO President as appropriate.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Accept other reasonable responsibilities.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF ACTIVITIES

- Responsible for coordinating campus activities.
- Work in conjunction with other ASO Commissioners on their proposed and Student Council approved programs.
- Responsible for forming ad hoc committees to assist said Commissioners in overall campus participation and morale.

- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF ATHLETICS

- Serve as the official liaison between Athletic Department and Student Council.
- Establish a committee to assist in organizing rally activities, including homecoming.
- Work with the Director of Athletics in organizing athletic activities.
- Organize the audition and selection of the Pep Squad.
- Organize the selection and distribution of all athletic awards.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
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COMMISSIONER OF CLUBS AND ORGANIZATIONS

- Serve as Vice President of Inter-Club Council (ICC).
- Become a member of ASO committees.
- Report to the Administrative Vice President.
- Coordinate all activities with the Commissioner of Activities.
- Work closely with all clubs, organizations, club officers, and club advisors.
- Assure that all activities are properly scheduled, i.e. all activities are recorded on the master schedule, facilities requests are completed, and facilities are properly arranged.
- Know the rules and regulations regarding clubs, i.e. qualifications, sponsors, finance, etc.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF CULTURAL AFFAIRS

- Serve as official liaison to all cultural activities on campus and in the community.
- Serve on Black History and Latino History planning committees.
- Assist in coordinating activities to increase cultural awareness on campus.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.

- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF DISABLED STUDENT SERVICES

- Serve as official liaison to all Learning Disability committees.
- Serve as liaison to the Office of Disabled Students Programs & Services.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF FUNDRAISING

- Coordinate community-wide activities for the ASO and the campus.
- Chair outreach community activities for charitable, non-profit organizations as the Executive Board specifies.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF STUDENT AWARENESS

- Represent the ASO on all Human Relations, Faculty, Academic Affairs, and other related committees.

- Keep informed of college and community events/resources and disseminate relevant information to students.
- Help develop activities that increase student involvement in ASO and campus.
- Make official arrangements to follow-through and follow-up when events are scheduled pertaining to Human Relations, Faculty, and the Academic Affairs Office. This includes coordinating with the Commissioner of Activities, clearing with the ASO master calendar, and assuring completion of facilities requests and proper preparation of facilities, etc.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF MIDDLE COLLEGE HIGH SCHOOL

- Liaison between ASO and Middle College High school students and staff.
- Encourage greater participation of Middle College students in campus and ASO activities.
- Organize activities on campus to increase participation of Middle College students.
- Report any issues impacting Middle College High School to ASO Board.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.

- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF ELECTIONS

- Assist ASO Advisor with the coordination of ASO Elections.
- Publicize ASO elections, representation fee, and other issues that may appear on the ballot.
- Monitor ASO elections on behalf of ASO Board.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF PUBLICATIONS

- Publicize ASO activities on and off campus.
- Serve as Public Relations Manager of the ASO newsletter.
- Be responsible for assisting all commissioners with any publicity necessary for ASO activities.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF PUBLIC SAFETY

- Publicize public safety issues on and off campus.
- Liaison with Campus Police.
- Serve on campus committees that relate to campus safety and emergency planning.
- Submit a monthly report of any safety issues to the ASO Board.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
- Participate in all ASO activities in show of support for other offices as well as the ASO.
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COMMISSIONER OF STUDENT AFFAIRS AND DISCIPLINE

- Serve as the official liaison between the ASO and the LASC Office of Student Services.
- Participate in student discipline hearings.
- Responsible for reporting to the ASO any changes in LACCD, regional, and state policies affecting the student body.
- Shall attend SAC and Region VII meeting with ASO President or Delegate.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
- Accept other reasonable responsibilities.
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- Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

COMMISSIONER OF STUDENT AWARDS

- Represent the ASO on all honorary and award activities.
- Become a member of ASO committees.

- Assist in the planning of programs relating to student activities.
- Work in conjunction with all student award services on campus
- Seek sources for student awards.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
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COMMISSIONER OF VETERANS AFFAIRS

- Work in conjunction with the Veterans Office on campus.
- Serve on all committees and represent the ASO when participating with any club or organization whose primary interest is veterans.
- Assist in coordinating activities related to Veterans Affairs.
- Assure that official arrangements are made when any program for veterans is initiated. This includes coordinating with the Commissioner of Activities, clearing with the ASO master calendar, and assuring completion of facilities requests and proper preparation of facilities.
- Submit a monthly report at general ASO meetings.
- Carry out duties assigned by the President.
- Uphold the ASO Constitution and Bylaws.
- Be familiar with Parliamentary procedures and the Brown Act.
- Serve on at least one (1) committee during his/her tenure.
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