

ASFC Elected Position Job Descriptions

These descriptions are for a basic reference and are not limited to just what is said below. For better understanding email and/or set up a meeting with ASFC Advisor Daphne Small

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ASFC President: Expect a weekly time commitment of 10-15 hours. The President motivates and unites the various boards in student government. The president sets the agenda for weekly Campus Council meetings, chairs those meetings, and is available to solve student issues on campus.

- Chair weekly Campus Council meetings Thursdays 2:00-4:00 PM.
- Chair President's Board meetings & Cabinet meetings.
- Attend weekly ASFC budget meetings Tuesdays 2:00-4:00.
- Attend shared governance, Academic Senate, and SSSCC meetings
- Meet weekly with ASFC Advisor & bi-monthly with Dean of Students
- Highly recommended to be familiar with parliamentary procedure and be active in ASFC for the academic year.



*All ASFC Vice Presidents:

- Attend weekly Campus Council meetings held Thursdays 2:00-4:00 PM (required)
- Attend a college or district Shared Governance meeting (required)
- Meet weekly with the ASFC Advisor
- Should expect a weekly time commitment of 5-10 hours
- Chair weekly meetings of their designated board or council

Vice President of Finance: The VP of Finance oversees the ASFC budget of over \$500,000. The VP accepts requests throughout the year and creates the budget for the next academic year.

Vice President of Administration: The VP of Administration oversees ASFC accountability, the by-laws and constitution as well as managing ASFC office supplies. The VP also oversees ASFC Marketing & OwlCard promotion and is in charge of ASFC Elections every year.

Vice President of Activities: The VP of Activities organizes New Student Orientation (NSO), Welcome Week, weekly activities, big events, and works with the Heritage months, focused on building community through activities. The VP of Activities regularly attends events, many scheduled 12:00-1:00 PM.

Vice President of Inter Club Council (ICC): The VP of ICC works to charter and promote clubs, organizes club days, and facilitates funding and activity requests for clubs. This

position has the power to set club procedures in an effort to make programs accessible and organized for clubs.

Vice President of Senate: The VP of Senate is in charge of promoting political advocacy and awareness. The VP organizes the yearly political awareness day event. The VP also leads the board in short and long-term projects to improve Foothill College.

Senators (6 positions available): Expect a weekly time commitment of 5 hours. 6 Senators will be elected and will assist the Senate Board in political advocacy & awareness. Also, they will assist in guiding the ASFC towards its long-term goals, through individual initiatives and long-term projects.

- Attend weekly Senate meetings
- Attend Campus Council weekly Thursdays 2:00-4:00 PM
- Attend college or district Shared Governance meetings

ASFC Hybrid Elections Application Packet 2025-2026

Monday, April 7th	Application Available
Tuesday, April 15th	Candidate Info Session 12 PM @Altos Room 2019
Wednesday, April 16th	Candidate Info Session 1 PM @Zoom https://fhda-edu.zoom.us/j/82870996637
Thursday, April 17th	ASFC Open House 2 PM @Toyon Room 2020
Thursday, April 17th DUE DATE AT 11:59PM	Online Application (due at 11:59PM) Email to asfc.ishav@gmail.com <ul style="list-style-type: none"><input type="checkbox"/> 100 word ballot statement<input type="checkbox"/> Video (1 minute or less)<input type="checkbox"/> Ballot photo Order free campaign materials from Design Center
Tuesday, April 22nd	Online/In Person Campaigning Begins
Wednesday, April 23rd	Meet the Candidates Event and Q&A 12 PM @Library Quad
Monday, April 28th	Online Voting Opens (@8AM)
Wednesday, April 30th	Online Voting Closes (@11:59PM)
Thursday, May 1st	Unofficial Results Posted
Thursday, May 8th	Official Results Posted



For More Information:
foothill.edu/elections

