

SGOC President

Officer Expectations:

Work within the guidelines of the SGOC Constitution, By-Laws, Student Code of Conduct and Olympic College Employee Policies. Represent the best interest and needs of the Olympic College Student Body. Maintain open communication between the SGOC, the student body, and the college administration.

Basic Function:

Engage the college administration, community and student body for the purpose of developing and refining SGOC goals and policies. Serve as the official spokesperson of the OC Student Body and the SGOC. Delegate appropriate tasks for completion of SGOC goals.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Acts as the Chair of SGOC Executive Council;
3. Report SGOC activities monthly to the Olympic College Board of Trustees and attend the Board of Trustees meeting;
4. Represent the SGOC in local, state, and federal legislative meetings;
5. Meet with Supervisor weekly;
6. Serve as a member of:
 - a. Services and Activities Fee Budget Committee;
 - b. Student Technology Fee Committee;
7. Recruit members for:
 - a. Judicial & Constitutional Review Board;
 - b. College Tenure Review Committees.

SGOC Vice President

Officer Expectations:

Work within the guidelines of the SGOC Constitution, By-Laws, Student Code of Conduct and Olympic College Employee Policies. Represent the best interest and needs of the Olympic College Student Body. Maintain open communication between the SGOC, the student body, and the college administration.

Basic Function:

Record and publish SGOC Business. Responsible for written and visual communication. Work closely with the SGOC President assisting with engaging the OC Student Body, college administration, and community. In the event the SGOC President position becomes vacant, the SGOC Vice President will serve as replacement.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Chair of Student Senate;
3. Serve as a member of the Services and Activities Fee Budget Committee;
4. Serve as the recorder for all SGOC Executive Council sponsored meetings.
5. Maintain and post minutes to the common drive, and the SGOC official website of all SGOC sponsored meetings no later than one (1) week following said meeting;
6. Manage the SGOC Special Elections and coordinate with Advisor;
7. Meet with Supervisor every other week;
8. Prepare all SGOC related correspondence and business documents;
9. Maintain and update the SGOC official website on a regular basis;
10. Facilitate the organization of SGOC Executive Council office hours and meetings;
11. Develop and improve leadership engagement opportunities for all OC campuses;

Director of Clubs and Student Life

Officer Expectations:

Work within the guidelines of the SGOC Constitution, By-Laws, Student Code of Conduct and Olympic College Employee Policies. Represent the best interest and needs of the Olympic College Student Body. Maintain open communication between the SGOC, the student body, and the college administration.

Basic Function:

Responsible for maintaining open communication between the SGOC and the SGOC Student Clubs. Promote involvement opportunities to enhance co-curricular and extracurricular engagement.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Serve as liaison between SGOC clubs and the SGOC;
3. Assist SGOC clubs in the promotion of club meetings and events;
4. Coordinate a quarterly club fair;
5. Serve as chairperson of the Club Congress and report on its activities;
6. Serve as a member of the Services and Activity Fee Budget Committee;
7. Meet with Supervisor every other week;
8. Maintain an up-to-date roster of all chartered clubs;
9. Make available all SGOC Club Forms;
10. Coordinate a quarterly, excluding summer session, club handbook training;
11. Notify clubs of charter status;
12. Oversee all campus wide involvement activities and events in relationship to student clubs;

Director of Finance and Operations

Officer Expectations:

Work within the guidelines of the SGOC Constitution, By-Laws, Student Code of Conduct and Olympic College Employee Policies. Represent the best interest and needs of the Olympic College Student Body. Maintain open communication between the SGOC, the student body, and the college administration.

Basic Function:

Obtain and maintain a working knowledge of all SGOC assigned budget codes as well as the day-to-day operations of the SGOC.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Chairperson of all SGOC Budget Committees;
3. Establish annual operating budget for the SGOC in conjunction with SGOC Adviser
4. Train all members on matters concerning the budget process;
5. Solicit budget requests and present the budget to the Vice President of Student Services;
6. Meet with Supervisor every other week;
7. Select 4-6 students (at least one from Bremerton, Poulsbo and Shelton campuses, if possible) to serve as students at-large on the SGOC Budget Committees as prescribed by the Services and Activity Fee Financial Code;
8. Create and maintain a timeline for the SGOC budget process;
9. In conjunction with the SGOC Advisor, complete a mid-year review of all SGOC budgets and report back to the SGOC Executive Council;
10. Coordinate the annual review of the SGOC and Services and Activity Fee Financial Code, and revise as needed;
11. Coordinate the annual review of all Student Assessed fees as appropriate;
12. Actively serve on the following committees:
 - a. Chair of the Services and Activity Fee Budget Committee;
 - b. Chair of the Student Technology Fee Committee;
13. Responsible for keeping the SGOC aware of the status of all SGOC budgets;
14. Procure goods and services on behalf of the SGOC, including but not limited to:
 - a. Researching costs;
 - b. Proposing purchases;

Director of Public Relations and Communications

Officer Expectations:

Work within the guidelines of the SGOC Constitution, By-Laws, Student Code of Conduct and Olympic College Employee Policies. Represent the best interest and needs of the Olympic College Student Body. Maintain open communication between the SGOC, the student body, and the college administration.

Basic Function:

Responsible for written and visual communication and marketing on behalf of the SGOC to the OC student body, administration, faculty/staff, and greater community.

Specific Responsibilities:

1. Support Diversity and Equity initiatives of the college and SGOC;
2. Coordinate SGOC communication to:
 - a. OC student body;
 - b. The Ranger News;
 - c. OC communications department;
 - d. Other media resources;
3. Manage SGOC Social Media presence;
4. Work closely with the SOAR staff to coordinate SGOC involvement in SOAR as needed;
5. Meet with Supervisor every other week;
6. Maintain communication between the Bremerton campus and all other OC campuses;
7. Coordinate production of all marketing material for the SGOC;
8. Create and share activities calendar;
9. Approve promotional materials developed by OC clubs and programs;
10. Collaborate with OCAB and Club Congress to ensure sequenced and coordinated marketing of events and programs.
11. Draft SGOC position statements, in collaboration with the SGOC;
12. Collaborate with Vice President to promote SGOC initiatives on the SGOC official web page;
13. If available, manage scheduling and oversight of logistics for the OC mascot.