



Job Description: Vice President

1. Shall assist the President in the performance of the duties of that office.
2. Shall serve as a member of the Executive Council, and the Student Senate.
3. Shall assume the duties of the President during his/her absence and shall succeed to that office should it become vacant.
4. Shall serve on campus committees as appointed by the President.
5. Shall preside and conduct all Inter-Club Council meetings.
6. Act as the ASCOD liaison to recognized clubs.
7. Periodically evaluate club status.
8. Shall review all Club Charter packets for new and continuing clubs and make a recommendation to the ASCOD Student Senate for approval.
9. Be an honorary non-voting member of all ASCOD recognized clubs.
10. Ensure all clubs comply with ASCOD policies and procedures.
11. Ensure that violations of ASCOD policies will be brought to the attention of the Student Senate for review.
12. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.