

The duties of the ASDACC

- Conduct student government business keeping in mind the best interest of DACC student body
- Serve as a recipient for all ideas and suggestions given by the student body, faculty, and administration of DACC
- Represent DACC in community functions, service projects, and national student organizations

The duties of the President

- Be the administrative head of the ASDACC
- Represent the students when invited by other student organizations
- Represent the students at all executive board meetings
- Represent the students when involved with community activities
- Plan and prepare the agenda for each meeting
- Oversee the elections, announce the date and establish committee(s) to conduct the elections
- Appoint standing committees and serve as an officer on such committee
- Attend and represent the student body at DACC administrative meetings
- Perform all other duties assigned to him/her by the Campus Executive Officer, the Campus Student Services Officer, or the Student Activities Specialist

The duties of the Vice-President

- Serve as assistant to the President and in his/her absence or inability to serve, perform the duties of the office at all functions
- Assist and coordinate the work of the committees
- Help to prepare agenda for executive and general meetings; meet with students, faculty, and staff; help to coordinate events; help out during ASDACC sponsored events; and other duties as assigned by Student Activities Specialist
- Shall perform all other duties assigned to him/ her by the President of the ASDACC or the Student Activities Specialist

The duties of the Treasurer

- Work with the Executive Committee to establish a yearly budget for approval by the Student Activities Specialist, and Campus Student Services Officer
- Control and assign numbers to all Request For Funding (RFF)
- Coordinate all expenditures of Associated Student monies ensuring all procedural requirements have been followed and authorizations have been obtained
- Provide a report of finances at each general and executive meeting and each semester, report a balance sheet. The report will include total monies spent, encumbered, and the balance available left to spend
- Perform all other duties assigned to him/her by the President of the ASDACC
- The duties of the Treasurer

The duties of the Secretary

- Oversee all correspondence of the ASDACC, with no correspondence to be mailed without the approval of the President, Student Activities Specialist, or the Campus Student Services Officer. Keep the minutes of all meetings.
- Keep a record of attendance of all meetings.
- Inform DACC students of meetings and cancellations of meetings and any other functions of ASDACC
- Be responsible for communications with the student body, faculty administration , community , and all DACC Organizations
- Perform all other duties assigned to him/her by the President of the ASDACC and/or the Student Activities Specialist.

The duties of the SENATOR

- Keep constant communication with students of their respective divisions or satellite center director (except Senators-at-Large) and keep all DACC students informed.
- Attend monthly senate meetings of all ASDACC Senators and elect a Senate leader.
- Perform all other duties assigned to him/her by the President of the ASDACC and/or the Student Activities Specialist

Election Timeline Spring 2008

Petition Deadline: Thursday, March 28, 2008 at 5:00 p.m.

Campaign Dates: March 31 – April 11, 2008

Elections will be held on April 14 – 17, 2008 at 1:00 p.m.

Inaugural Reception: Friday, April 25, 2008