

The Official Handbook for The Office of Student Congress Standing Committee Chair for Academic Affairs

February, 2009

SECTION 1.01 Student Congress Standing Committee Chair for Academic Affairs

a) Name

- (i) This name of this office shall be called "The Standing Committee Chair for Academic Affairs"

(b) Establishment

- (i) In compliance with Article 1, Section 9 of the "Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University" this Handbook for the Office of the Student Congress Standing Committee Chair for Academic Affairs has been established.

(c) Purpose

- (ii) The Chair for Academic Affairs is to represent the associated student body to the Office of Academic Affairs, as well as provide information needed to inform the associated student body of all programs, resources, and initiatives related the above mentioned office.

SECTION 1.02 Chairmen of Academic Affairs

a) Qualifications

- (i) Must be a member of Student Congress in good standing

b) General Responsibilities

- (i) Schedule an appointment with Academic Affairs faculty within the first month of school to collaborate on their goals for the coming year.
- (ii) Represent the associated student body to the Office of Academic Affairs through contact with the Provost and Provost's council, as well as draft legislation on behalf of students in relations to the jurisdiction of Office of Academic Affairs
- (iii) Provide the Academic Affairs committee with information they need to be aware of the services, objectives, events, and activities provided by the ASB Board of Directors
- (iv) Meet with student groups and steering committee to communicate the intentions and objectives of the Academic Affairs standing committee

- (v) Attend weekly business meetings of the Student Congress and the Student Congress Steering Committee.
- (vi) Meet once a semester with the Provost and members of the Provost council
- (vii) Write a letter to the Board of Review prior to each service award payment by the ASB, which certifies that all duties have been fulfilled, or enumerating any exceptions and reasons therefore. This letter shall also include a resume of the activities and responsibilities of the past service award period
- (viii) Write a Year End Report and submit it to both the ASB Vice President and Student Congress Archives
- (ix) Attend all pertinent meetings of the ASB and Academic Affairs yearly agenda.