ASG Public Events Coordinator

The Public Events Coordinator:

- Shall be responsible for active advertisement of ASG sponsored campus events.
- Shall coordinate all ASG campus events with the assistance of the ASG.
- Shall oversee and negotiate with vendors who seek to sell merchandise on San Diego City College campus.
- Shall have one vote per issue on the ASG.
- Shall help to coordinate with the Associated Students Senate and ICC, Club Rush Week during the beginning of the semester.
- Shall assist all clubs and organizations in planning and developing campus events.
- May request, if deemed necessary, from the ASG President to select an appointee to fill an administrator position and must provide a written document outlining the job functions for their administrator along with request for consideration.
- Shall maintain an up to date book of all vendor and prices with contact info for ASG display and use.
- Shall log in and maintain not less than five office hours per week
- Shall give a written report At Board of Directors meeting of progress of ASG projects, committees, department in which the officer is assigned.

Clause 2

The Public Events Coordinator shall receive a stipend of $75.00 per month while in office, not to exceed $900.00 annually.