ASG Public Relations Officer

The Public Relations Officer:

- Shall organize and oversee all ASG media relations, advertisements, posters, banners.
- Shall draft and submit press releases as needed to all area newspapers.
- Shall inform, and advise San Diego City College ASG on media matters.
- Be the spokesperson in the public eye for the ASG councils when the President is absent
- Shall coordinate and meet with the City Times newspaper to ensure accurate information is being reported.
- Shall represent relevant student concerns of the ASG and conversely represent the ASG Council to the student body.
- Shall provide periodic polls and information surveys to senators to assess students concerns.
- Shall inform the ASG Council on matters of academic policy changes.
- Shall have one vote per issue on the ASG.
- Shall work to inform Associated Students and the local San Diego community of all actions and activities that involve San Diego City College Students.
- Shall work with appropriate on and off campus media to help facilitate the placement of advertisement within established district guidelines.
- 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 reconsideration.
- 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 Relations Officer shall receive a stipend of $75.00 per month while in office, not to exceed $900.00 annually.