



Policy Name: Student Board of Directors' Duties	Policy Number: A2
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**Policy Statement**

SAOC will outline directives regarding Student Board of Directors' roles and responsibilities.

**Purpose:**

To ensure clarity of roles and responsibilities.

Related Policies: A3 – Student Board of Directors Report.	
Review Plan: 5 years	Review Date: February 2023
	Ratification Date: February 6, 2008



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Procedure:

1. Be responsible for legislative, executive, and administrative affairs of the SAOC.
2. Act as a liaison between the SAOC and the respective schools of study at the College.
3. Make yourself known as the School Representative for all the particular programs.
4. Attend all Student Board of Directives' meetings with prepared reports.  
>Refer to A3<
5. Place the best interest of the members of the SAOC ahead of the interests or wishes of any group or individual.
6. Ensure the concerns of the respective schools are represented to the SAOC.
7. Actively participate on the numerous SAOC committees.
8. Participate in a set number of SAOC functions and dances/cabarets to be decided by Activities Committee.
9. Visit the SAOC office and sign in, a minimum of two (2) times per week.
10. Check mailbox two (2) times per week, to receive Grass Roots and/or information and any posters to distribute them in respective building areas.

Supporting Documents: A3 – Student Board of Directors Reports	
Review Plan: 5 Years	Review Date: February 2023