

**The Official Handbook for
The Office of Executive Secretary**
Last Revised April 27, 2022

ARTICLE 1. ASB Office of Executive Secretary

SECTION 1.01 Office of Executive Secretary

1. **Name:**
 - a. The name for this office shall be called "The Office of the ASB Executive Secretary."

2. **Establishment:**
 - a. In compliance with Article 1, Section 3 of the "Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University" this Handbook for the Office of the Executive Secretary has been established.

SECTION 1.02 ASB Executive Secretary

1. **Name**
 - a. The name for this officer shall be called "ASB Executive Secretary."

 - b. This officer shall also serve as the Director of Communication.

 - c. The terms, "Executive Secretary" and "Director of Communication" shall be used interchangeably.

2. **General Responsibilities:**
 - a. To oversee the ASB Archives which shall include all ASB related documents and records for historical purposes including, but not limited to, ballots and the official ASB website.

 - b. Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of Multicultural and International Student Services per semester.

 - c. To maintain an accurate record of unofficial and official minutes of all business meetings of the ASB Board of Directors.

 - d. To serve as the Student Government liaison to the Office of Alumni Relations.

 - e. To serve as Chief Elections Officer for coordinating all Student Government related elections including, but not limited to, Student Senate and ASB Board of Directors by:
 - i. Fulfilling the duties outlined in the Student Government Elections Code.

- ii. Establishing a timeline and executing election processes.
- f. Upon completion of both Fall and Spring semester, the Executive Secretary will appear in front of the Student Senate and report summaries of all activities and events planned and executed throughout the entire year. The Student Senate review appearance shall be completed prior to the final payment made to the ASB Executive Secretary.
 - g. The incoming Executive Secretary will be responsible for planning the upcoming year and meeting with the incoming Board of Directors for a maximum of 5 hours a week during the summer prior to their elected term.

3. **Administrative Responsibilities:**

- a. To attend all weekly meetings of the ASB Board of Directors.
- b. To manage the Office of the Executive Secretary.
- c. To maintain all necessary records of the Office of the Executive Secretary.

4. **Turnover Procedures:**

- a. To spend an appropriate amount of hours in training with the incoming ASB Executive Secretary including, but not limited to:
 - i. Elections
 - ii. Meeting with key staff in Alumni Relations

SECTION 1.03 Office of the Executive Secretary Personnel

1. Personnel

- a. Contingent upon the ASB budget, the Office of the Executive Secretary shall have five hourly positions to assist in the areas listed:
 - i. Personal Assistant:
 - 1. Elections coordination and execution
 - 2. Maintenance of Archives
 - 3. Administrative assistance
 - ii. Website Manager:
 - 1. Updates and oversight of (plnuasb.com)
 - 2. Attend and manage content related meetings
 - a. With all ASB Assistants
 - b. With CAB Marketing Team
 - c. With Director and Assistant Director of Community Life
 - d. With any interested partners
 - iii. Social Media Manager:

1. Regularly communicate with other ASB Board of Directors about upcoming events to be advertised
 2. Manage all PLNU ASB social media accounts
 3. Work with the graphic designer to create graphics to post
- iv. Graphic Designer:
1. Responsible for all ASB BOD graphic design needs
- v. Photographer:
1. Document the appropriate ASB BOD activities and events
 2. Responsible for editing and sending photos as needed.
- vi. Videographer:
1. Document the appropriate ASB BOD activities and events
 2. Responsible for editing and sending videos as needed.