



ASO Executive Board Application Form

Application Process:

- Submit completed application, with supporting documents, to the ASO Office in Redwood Hall C-105.
- The ASO Interview Committee will review all completed application packets. If all the requirements are met, you will be invited back for an interview.
- The ASO Interview Committee will vote and make a decision on your candidacy for the position.
- If you are chosen, you will be invited to join the board. You will be sworn in for your position at the following Board Meeting.
- Please save a copy of your application for your records.

For questions, please contact:

Associated Student Organization

Redwood Hall C-105

(213)763-7200



Complete applications must include the following:

- Secretary application.
- A Comprehensive Educational Plan (SEP) from an LATTC Counselor.
- LATTC transcript (unofficial is acceptable).
- Semester Class Schedule (Fee Receipt).
- Resume indicating work, volunteer and/or educational experience.

Please respond to the following essay question (minimum of 1 page):

Why are you qualified to become an Executive Board Member of the ASO? Please include your vision for the students at LATTC and your expectations for being a member.



ASO Application Form

Position: Secretary

Submit completed application to the ASO office in Redwood Hall C-105 by _____

General Duties:

- Required to complete a minimum of 10 hours per week which includes office hours and ASO Events.
- Prepare and post agendas and minutes for the following meetings:
ASO Board, ASO Constitution and Joint Council.
- Keeps attendance, calls roll and records all votes and motion at official meetings
- Serves as President's Executive Assistant
- Primarily Responsible for the effective operations and management of the Office of Student Life.
- Must actively participate in planning, organizing and/or assist in (2) two ASO sponsored or co-sponsored events per semester.

Eligibility requirements:

- Be a current LATTC student enrolled in a minimum of (5) units and cannot have completed more than 80 units that are Degree applicable in LACCD.
- Must maintain and have a cumulative and current GPA of a 2.00 or higher.
- Be available from 2:00 pm to 3:30 pm on Tuesday's for ASO Board Meetings.



I, _____, certify that I have received a copy of the following items:

- Constitution
- By-Laws
- S-9 Regulation Eligibility for ASO Student Officers

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

RECEIVED BY: _____

- APPLICATION COMPLETE
- ASO FEES PAID
- HOLDS ON ACCOUNT
- SATISFIED UNIT REQUIREMENTS

STATUS

- INTERVIEW DATE _____
- APPROVED
- DENIED

REASON:

