

ASWN Office Hour Requirements

President – 15 hours (6 scheduled)
Vice Presidents – 10 hours (6 scheduled)
Treasurer – 6 to 8 hours (4 scheduled)
Secretary – 6 to 8 hours (4 scheduled)
Senators – 4 to 8 hours (2 scheduled)
Representatives – 2 hours scheduled

(Scheduled hours do not include Government and Programming board meetings)

Office hour tasks

- Clean Campus (your campus section)
- Clean Bulletin Boards (take down anything over 30 days old and all past event fliers and posters)
- Clean your office.
- Clean out refrigerator in storage room.
- Clean Storage room.
- Check Your Student email.
- Read and make corrections to last meetings minutes.
- Go over any information to be covered at the next meeting.
- Work on upcoming events.
- Make flyers and/or posters for upcoming events.
- Be available to students for questions and information.