

Board of Directors Job Descriptions

The following job descriptions are housed within the Associated Students (AS) Bylaws. For more information on AS, AS Elections, and running for office, please contact the Elections Commissioner at electionscommissioner@asi.sfsu.edu

President

SUMMARY:

The President is the chief executive officer of AS and is responsible for ensuring the smooth operation, accountability, and representation of the Board of Directors (BOD) by providing strategic direction on student-related issues, policies, and services that affect SFSU students and by representing the BOD. In addition, the President provides guidance and ensures focus on the goals of the BOD as developed during the AS retreat and maintains a close working relationship with the Executive Director for administration, faculty, and in organizing the annual student body election process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Oversees the Executive Director and implements the will of the Board
- In charge of conducting the annual performance evaluation of the Executive Director
- Serves as the primary point of contact for AS, and liaison between the BOD and the SFSU President
- Masters parliamentary procedure to facilitate and chair AS Board meetings
- Performs all duties of the Chairperson according to Robert's Rules and the AS bylaws and policies
- Appoints members of the Board of Directors to serve as Chairs of the standing committees within (30) thirty calendar days of inauguration, unless otherwise specified within the AS Bylaws
- Makes appointments of members of the Board of Directors to serve as Chair(s) within (30) thirty calendar days of the creation of any ad hoc committees
- Serves as a student member of the University Budget Advisory
- Serves as the Co-chair for the Student Fee Advisory Committee
- Exercises general supervision of the business of the Board of Directors
- Serves as the Chair of the Executive Committee and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or the bylaws, or as may be prescribed by the Chair and/or the Board of Directors
- Serve as an ex-officio member on all other Board committees
- Represents the Associated Students before boards, commissions, and other policymaking groups on and off campus of the California State University, and other entities as appropriate
- Advocates the student perspective on issues that affect the quality of student life,



including the quality of education, student rights, student life, and campus issues

- Sits on two (2) AS standing committees and one (1) university committee
- In conjunction with the Executive Director and Leadership Development Coordinator, gains a solid understanding of the powers and limitations of AS through researching executive orders, auxiliary policies, state mandates, and other relevant codes
- Keeps current on changes to the state budget which affect CSU students such as fee increases and cuts to programs
- Interprets past AS board actions, and researches former referendums to advise and to have a strong depth of knowledge when making Board decisions
- Identifies possible resources and establishes and maintains working relationships with CSSA, USSA, and other student associations.
- Maintains constant communication with all of the Board members to help them to define and achieve the objectives developed by the current BOD

VP Internal Affairs

SUMMARY:

The VP Internal Affairs is responsible for the publicity and communication of AS's programs to the student body as well as the coordination and oversight of AS's personnel, in conjunction with management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons. Designs, develops, and implements publicity plans for AS.

- Chairs the Internal Council
- Chairs the Personnel Committee
- Attends the Marketing and Communication Committee
- Serves as Vice-Chair of the Board
- Facilitates the process for the performance evaluation of the Executive Director
- Facilitates the hiring of directors for student-run programs
- Meets with Program Directors on a monthly basis personally with support from the Vice Chair and committee.
- Monitors program criteria and supports development for all Associated Students programs
- Coordinates and attends AS Outreach events to publicize AS programs with collaboration-Marketing & Communications.
- Coordinates the continuance of AS employee leadership development, and morale and recognition programs such as a Staff Appreciation Day
- Sits on two (2) AS standing committees and one (1) university committee
- Attends the Student Fee Advisory Committee (SFAC) meetings

VP Finance**SUMMARY:**

The VP Finance is responsible for overseeing and monitoring AS's budget as the Treasurer of the Corporation. As the Treasurer, the Vice-President of Finance shall perform such executive functions for the financial management of the Board of Directors of the Associated Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition, to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Chairs the meetings of the Finance Committee
- Chairs the Vendor Services Assembly
- Provides the Board with an accurate accounting of account balances of reserves and allowances at each meeting
- Maintains an accurate list of funding received by the Finance Committee
- Develop and submit the AS budget
- Implement the financial policy of the AS
- Review and approve all Student Organization proposal forms
- Hold RFP mandatory meetings
- Award AS Scholarship recipients at the Associated Students Scholarship Award Ceremony
- Reports recommendations of the AS Finance Committee to the Board and makes budget proposals
- Oversee recommendations of the AS Finance Committee's sub-committees and sub-assemblies in regards to student finances within AS.
- Attends the Student Fee Advisory Committee (SFAC) meetings
- Provides the BOD with a mid-year budget reappraisal
- Sits on two (2) AS standing committees and one (1) university committee

VP University Affairs:**SUMMARY:**

The VP University Affairs is responsible for identifying qualified student representatives to SFSU Committees from the Academic Senate Standing and Ad Hoc Committee List and other areas of the campus that do not have adequate shared governance. University Affairs will oversee Senate/University committees (Senate committee recommendations; coordination of student perspective on Senate policy matters); Outreach Initiatives (oversee/facilitate community meetings, Town Halls, roundtables, open forums, University policy matters, etc.) It will also act as a voice for each assembly it represents, including the Graduate assembly, Student Org. assembly, College & Class assembly, and Social Justice & Equity assembly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Attends all AS Board Meetings
- Serves as Chair of the AS University Affairs Council
- Sits on two (2) AS standing committees and one (1) university committee
- Serves on the Academic Senate
- Represents the AS along with the President, at any appropriate University committee relating to University Affairs
- Submits proposals to the University Affairs Council and the Board of Directors to initiate reforms in the area of university affairs
- Reports to the University Affairs Council and the full Board of Directors on changes or proposed changes in academic or administrative procedures on campus including information from the Academic Senate
- Recommends designees to the AS President for appointment to Academic Senate's standing committees, and other University committees open for student input
- Manages the following University Affairs Council assemblies, Graduate Assembly, Student Life & Engagement Assembly, Class & College Assembly, and the Social Justice & Equity Assembly
- Reports back on matters of the Student Success Graduation Initiative
- Establish shared governance by identifying qualified student representatives through the requirement policy.
- Attends the Student Fee Advisory Committee (SFAC) meetings

VP External Affairs

SUMMARY:

The VP External Affairs is responsible for serving as the primary representative for the Associated Students before the California State Students Association (CSSA), United States Student Association (USSA), boards, commissions, and other policymaking groups of the California State University, the State of California, and other entities as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining SFSU's academic standards, the following reflects Associated Students definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS's Board of Directors may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Attends all Board of Directors (BOD) meetings
- Attends all external affairs meetings to carry out any external affairs work delegated or acquired
- Represents the Associated Students before boards, commissions, and other policymaking groups on and off campus of the California State University, and other entities as appropriate
- Attends and votes on behalf of AS of SF State at all California State Student Association (CSSA) Meetings
- Authorized to attend United States Student Association (USSA) events
- Provides monthly reports to the BOD on CSSA, USSA and any other external organization events.
- Appoints at least one (1) alternate representative to CSSA and USSA with Board of Directors approval within thirty (30) calendar days of inauguration
- Serves as the Chair of the External Affairs Council, that oversees the following four Assemblies; Advocacy, CSSA, Community Relations, and Legislative Research.
- Research legislation on pertinent higher education bills/resolutions, and track legislation pertinent to higher education as it moves through the legislative process. Maintain Board positions on legislative bills and identify key partners and leverage relationships to push legislation and initiatives forward.
- In charge of facilitating and providing strategic direction to matters related to lobbying and relationship building.
- Authorized to charge and guide the Marketing & Communications Department with developing effective communication and action response plans for issues pertaining to the SF State campus community and community at-large.
- May develop action plans to generate and respond to campaigns, legislation or other pertinent external affairs items. This may involve organizing rallies, actions, informational meetings, presentations or other special events.
- Design, organize, and implement advocacy training for the students of SF State.
- Oversees a voter registration plan each year aimed at the students of SF State, throughout the fall for November elections.



- Primary liaison with University Government Relations. Offers support and direction in choosing students to lobby our representatives in the CA State Capitol and Federal Government, and any other related areas.
- Shall have other powers and perform such other duties as may be prescribed by the Board of Directors.
- Assists with the organization and planning of hosting of CSSA plenary meeting at SFSU for one weekend out of the year if the Board members choose to bid for the hosting of the event.
- Sits on two (2) AS standing committees and one (1) university committee.
- Attends the Student Fee Advisory Committee (SFAC) meetings.
- Attends Executive Committee meeting.
- Attends the Marketing and Communication Committee
- Coordinates with University Government Relations and the San Francisco Department of Elections to advocate for and sustain a voting place on campus for students during all Elections.



VP Facilities & Services

SUMMARY:

The VP Facilities & Services shall serve as chair of the Facilities and Services Council; which is the Council that is charged to implement shared governance through student participation in University Corporation Affairs and; which has oversight of the Vendor Services Assembly and the Master Plan Assembly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Attends all AS Board meetings
- Chairs the Facilities and Services Council
- Administrates the facilities and services aspects of the organization
- Serve as chair of the Master Plan Assembly
- Serve as one of the Associated Student representatives on the University Corporation
- Serve as a member of the Executive Committee
- Attends the Student Fee Advisory Committee (SFAC) meetings.
- Other campus committees and boards as requested
- Sits on two (2) ASI standing committees and one (1) university committee



Class and College Representatives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following is a general outline:

- Attend all AS Board meetings
- Outreach to and represent respective constituencies
- Attend College/Class Assembly
- Chair respective Class or College Sub-Assemblies as laid out in the AS Governance Structure
- Maintain office/outreach hours each week
- Relays information from meetings back to specific groups
- Relays information from specific groups back to AS
- Represent the voice of class or college in all AS meetings
- Sits on two (2) ASI standing committees and one (1) university committee
- Directors elected into class or college positions must meet with class or college personnel on a regular basis and report back to the board on these meetings