

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY
INTERNAL AFFAIRS COUNCIL

CHARTER STATEMENT #407
APPROVED 04/27/2017

Purpose

The Internal Council is responsible for the following:

- a) Internal Affairs promotes and advocates for student input and shared governance in Associated Students and campus programs.
- b) Makes recommendations based on assessments of AS Programs and their respective events.
- c) This council works to create collaboration between BOD and AS Programs to increase student educational success and connectedness.

Composition & Qualifications

The Vice President of Internal Affairs shall serve as the chair of the Internal Affairs Committee and shall appoint a Vice Chair within the first thirty (30) days after the committee has been initiated.

Membership

The membership of Personnel Committee shall be as follows:

- a) Voting Members:
 - Vice President of Internal Affairs (Chair)
 - Vice President of Facilities & Services
 - Alumni Appointee
 - 3 directors appointed from BOD
 - University Vice President of Student Affairs (or Designee)
 - AS Executive Director (or Designee)
- b) Advisory Non-Voting Members:
 - AS Assistant Executive Director of Programs

Assemblies Under Internal Affairs Council

- A. Student Life & Engagement Assembly
 1. Chair: Members of Internal Affairs Council



- a) This Assembly focuses on working closely with student groups in an effort to create outreach, connectedness, and involvement on campus. By working with student organizations, programs, and students at large, the groups will collaborate in finding ways to increase engagement on campus.
- B. AS Programs Assembly
 - 1. Chair: Vice Chair of Internal Affairs Council
 - a) Programs Assembly would work explicitly with the Associated Students programs in connection and collaboration. This Assembly would look at how the Board of Directors can help and be an advocate for the Programs within our corporation. This will also act as a way for the Programs to work together to see how they are functioning and how they can collaborate in certain areas.

Duties & Responsibilities

- A. The council will discuss any issues coming from the Associated Students program directors.
- B. The council will appoint a member to the Student Life and Engagement Assembly who will chair the assembly and report back to the Internal Affairs Council.
- C. The Vice Chair of the council will chair the AS Programs Assembly and actively connect with AS program directors.
- D. The council will create a staff appreciation plan or policy to implement within the organization and evaluate the process on an annual basis.
 - 1. This will also consist of collaborating with Financial Committee for any expenses that may come with it.
- E. The chair of the council will actively communicate with the AED of Programs to discuss any program issues and any recommendations for the committee.
- F. The chair of the council will communicate to both Marketing & Communications Committee and Finance Committee about any events, workshops, or programs the board wants to put on to discuss marketing and financial respectively.
- G. The council will create an assessment for AS program events that the board must fill out to show active involvement in organization events.
 - 1. Assessment will allow for feedback and report back to the council as well as the BOD.
- H. Each member of the council shall have specific AS programs that they will check in with on a bi-weekly basis.
 - 1. Allows for members to stay connected to things happening within the programs.
 - 2. Allows for BOD to know if there are any ways they can help the programs within the organization.



- I. Begin process of finding a coordinator for AS BOD Internship Program.
 1. Budget of \$8,000 available.
 2. This will allow for a coordinator to create a plan for the Internship Program and implement it.

Recommendations for Internal Affairs Council

- A. Begin both assemblies under the council by Mid-September to allow for proper evaluation at the end of the term.
 1. Allows the council to see if the assemblies are necessary or need to be changed in any way.
- B. Collaborate with AED of Programs to change the current AS programs director meetings into the AS Programs Assembly meetings.
 1. Allow for one meeting rather than having 2 separate ones.
 2. The discussions being had in the current meetings would be the same happening within the assembly.
- C. Create Staff Appreciation policy/plan by October to allow for any “end of the semester” events that may take place.
- D. Look into coordinator for Internship Program by November to allow for possible hire by January
 1. This will allow for a semester for the coordinator to create a plan.
 2. Allow for 2018-2019 budget to have more money allocated to this position.

Meetings

- A. The council meetings may be scheduled at such times and places as the members of the Internal Affairs Council determines. With the understanding of scheduled dates, times, and locations of the Council, meetings may be conducted either in person or telephonically.
- B. A majority of the Internal Affairs Council present in person or by teleconference shall constitute a quorum. Meetings of the Internal Affairs Council shall be conducted in accordance with the appropriate open meeting laws that preside over the Organization as a whole. The most current approved edition of Robert’s Rules of Order Newly Revised shall govern the conduct of the meetings.
- C. The council shall, through its chairperson, report regularly to the BOD following the meetings of the council, addressing such matters as any issues arising within the programs, current projects/initiatives taken by the Internal Affairs Council, or other matters related to the council’s functions and responsibilities as well the assemblies under it.

Skills & Attributes

- A. Professional
 1. Working with program directors, student organizations, and students at large in a respectful and professional manner.
 2. Discussing topics that pertain to the organization.



3. Creating programs, workshops, and spaces that are inclusive of the whole campus and accessible to all as well.

B. Personal

1. Fulfill required time commitment.
2. Willing and able to make asks on organization's behalf (ambassadors).
3. Honesty, integrity and respect for others.
4. Visionary: future orientated.
5. Good communications skills; open-minded and articulate.
6. Strong team-builder and team member.
7. Leadership skills.
8. Self-confident and outgoing personality.