Dearest Student Body,

Associated Students serves as the official voice of student interests and promotes an enriched co-curricular university experience. A portion of each student’s tuition fees goes to the Associated Students, making enrolled student’s automatic members. The organization funds and administers these dollars to 14 student initiated and led programs and services that are unique to San Francisco State. Programs are focused on providing services that enrich and improve student life, including, but not limited to, the book loan program provided by Project Connect, the AS Food Pantry, Gator Groceries, workshops, live shows, movie nights, festivals, craft fairs and more!

Students have the opportunity to vote, be elected, or be appointed into the Associated Students Board of Directors. As a member of the Board of Directors, you will have the opportunity to serve your student body as a member of student government and a leader on a campus of over 30,000 scholars. In doing so, members experience many formative life events, including utilizing their ideas and influence to provide and advocate for the students of San Francisco State.

The Associated Students Board of Directors is searching to fill four vacant positions for the upcoming term. We are currently accepting applications for the following:

- Freshman Class Representative
- College of Business Representative
- Student Health Advisory Committee (SHAC) Representative
- Graduate Class Representative

To qualify for the Freshman Class Representative position, you must be of Freshman class standing. To qualify for the Graduate Class Representative position, you must be of Graduate class standing. To qualify for the College of Business Representative, you must be currently enrolled in the College of Business. Below you will find the position duties, responsibilities, and expectations. **Please note: You must have Wednesdays, 12pm - 4pm, available for Board trainings and Board meetings.** In addition to that time period, you must also have availability in your schedule to serve on two (2) AS Committees, and one (1) University Wide Committee. Please review the attached documents which pertain to attendance and duties and expectations as an Associated Students Board Member.

If you are interested in applying for any of these positions, please email a cover letter and resume to president@asi.sfsu.edu with the subject line “Applicant for [POSITION]”. Please include your name and SFSU ID number in the body of the email. Applications are now open and will close once the position is filled.

Disclosure: The Dean of Students Office will confidentially review applicant’s transcripts to ensure the student is eligible to serve. Following this determination, the transcript will be shredded. Applications will remain on file for one academic year. Undergraduate candidates
must maintain six (6) semester units per term while holding office. Graduate and credential candidates must maintain three (3) semester units per term while holding office. All applicants must have a minimum GPA of 2.5. First semester freshmen must achieve a minimum of 2.5 GPA for the fall semester.

Nathan Jones
Associated Students President
2018-2019 Board of Directors
San Francisco State University
**Freshmen Representative:**
The Freshman Class Representative is responsible to act as a liaison for SFSU Freshman Class Students and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects the AS definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

(a) Be well versed in all AS policies, procedures, and official documents including, but not limited to, the AS Bylaws, the AS Code of Conduct, the AS Conflict of Interest Policy, the AS Board of Directors Outreach and Office Hours Policy, Board Member Attendance Policy, the AS Governance Chart, the AS Staff Organization Chart;

(b) Attends all Board of Director meetings and trainings which occur weekly on Wednesday’s, 12 pm - 4 pm;

(c) Attends all designated committee meetings;

(d) Conducts research to be well informed when voting on all AS matters;

(e) Survey your respective constituent groups on matters relating to AS;

(f) Sits on two (2) AS standing committees and one (1) university committee;

(g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must have a weekly total minimum of three (3) hours of office hours in CCSC with at least one (1) hour of outreach with student groups around campus, and one (1) hour of office hours;

(h) Outreach to and represent your various respective constituencies when voting on all AS matters;

(i) Relays information from AS to your respective constituent groups including but not limited to, student organizations, student groups, and students at large and;

(j) Relays information from all and any constituent groups to AS;

(k) Relay information from various University Committees to AS;

(l) Relay information from AS to University Partners and various University Committees;

(m) Fully support and take part in any and all events and initiatives of the AS Board of Directors;

(n) Have an established relationship with one (1) AS Program and meet with a representative of the Program at least two (2) times per month;

(o) Host an open forum at least once per semester to learn about the needs of students enrolled in your class;

(p) Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your roll
College of Business Representative:
The College of Business Representative is responsible to act as a liaison for SFSU College of Business Students and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects the AS 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.

(a) Be well versed in all AS policies, procedures, and official documents including, but not limited to, the AS Bylaws, the AS Code of Conduct, the AS Conflict of Interest Policy, the AS Board of Directors Outreach and Office Hours Policy, Board Member Attendance Policy, the AS Governance Chart, the AS Staff Organization Chart;
(b) Attends all Board of Director meetings and trainings which occur weekly on Wednesday’s, 12 pm - 4 pm;
(c) Attends all designated committee meetings;
(d) Conducts research to be well informed when voting on all AS matters;
(e) Survey your respective constituent groups on matters relating to AS;
(f) Sits on two (2) AS standing committees and one (1) university committee;
(g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must have a weekly total minimum of three (3) hours of office hours in CCSC with at least one (1) hour of outreach with student groups around campus, and one (1) hour of office hours;
(h) Outreach to and represent your various respective constituencies when voting on all AS matters;
(i) Relays information from AS to your respective constituent groups including but not limited to, student organizations, student groups, and students at large and;
(j) Relays information from all and any constituent groups to AS;
(k) Relay information from various University Committees to AS;
(l) Relay information from AS to University Partners and various University Committees;
(m) Fully support and take part in any and all events and initiatives of the AS Board of Directors;
(q) Have an established relationship with one (1) AS Program and meet with a representative of the Program at least two (2) times per month;
(n) Meet regularly with the Dean from your respective college and report information back to AS and respective committees;
(o) Chair your respective College Sub-Assembly as laid out in the most recently approved AS Governance Structure;
(p) Host an open forum at least once per semester to learn about the needs of students enrolled in your college;
(r) Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your roll

**Student Health Advisory Committee (SHAC) Representative:**
The Student Health Advisory Committee (SHAC) Rep is responsible to act as a liaison for SFSU SHAC and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects the AS definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. AS Board of Directors (BOD) may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

(a) Be well versed in all AS policies, procedures, and official documents including, but not limited to, the AS Bylaws, the AS Code of Conduct, the AS Conflict of Interest Policy, the AS Board of Directors Outreach and Office Hours Policy, Board Member Attendance Policy, the AS Governance Chart, the AS Staff Organization Chart;
(b) Attends all Board of Director meetings and trainings which occur weekly on Wednesday’s, 12 pm - 4 pm;
(c) Attends all designated committee meetings;
(d) Conducts research to be well informed when voting on all AS matters;
(e) Survey your respective constituent groups on matters relating to AS;
(f) Sits on two (2) AS standing committees and one (1) university committee;
(g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must have a weekly total minimum of three (3) hours of office hours in CCSC with at least one (1) hour of outreach with student groups around campus, and one (1) hour of office hours;
(h) Outreach to and represent your various respective constituencies when voting on all AS matters;
(i) Relays information from AS to your respective constituent groups including but not limited to, student organizations, student groups, and students at large and;
(j) Relays information from all and any constituent groups to AS;
(k) Relay information from various University Committees to AS;
(l) Relay information from AS to University Partners and various University Committees;
(m) Fully support and take part in any and all events and initiatives of the AS Board of Directors;
(n) Have an established relationship with one (1) AS Program and meet with a representative of the Program at least two (2) times per month;
(o) Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your roll
Graduate Class Representative:
The Graduate Student Representative is responsible to act as a liaison for SFSU Graduate Class Students and AS. In addition to meeting and maintaining SFSU’s academic standards, the following reflects the AS 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.

(a) Be well versed in all AS policies, procedures, and official documents including, but not limited to, the AS Bylaws, the AS Code of Conduct, the AS Conflict of Interest Policy, the AS Board of Directors Outreach and Office Hours Policy, Board Member Attendance Policy, the AS Governance Chart, the AS Staff Organization Chart;

(b) Attends all Board of Director meetings and trainings which occur weekly on Wednesday’s, 12 pm - 4 pm;

(c) Attends all designated committee meetings;

(d) Conducts research to be well informed when voting on all AS matters;

(e) Survey your respective constituent groups on matters relating to AS;

(f) Sits on two (2) AS standing committees and one (1) university committee;

(g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must have a weekly total minimum of three (3) hours of office hours in CCSC with at least one (1) hour of outreach with student groups around campus, and one (1) hour of office hours;

(h) Outreach to and represent your various respective constituencies when voting on all AS matters;

(i) Relays information from AS to your respective constituent groups including but not limited to, student organizations, student groups, and students at large and;

(j) Relays information from all and any constituent groups to AS;

(k) Relay information from various University Committees to AS;

(l) Relay information from AS to University Partners and various University Committees;

(m) Fully support and take part in any and all events and initiatives of the AS Board of Directors;

(q) Have an established relationship with one (1) AS Program and meet with a representative of the Program at least two (2) times per month;

(n) Meet regularly with the Dean from your respective college and report information back to AS and respective committees;

(o) Chair your respective College Sub-Assembly as laid out in the most recently approved AS Governance Structure;

(p) Host an open forum at least once per semester to learn about the needs of students enrolled in your college;
Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your roll.