

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY EXTERNAL AFFAIRS COMMITTEE CHARTER

**CHARTER STATEMENT #408
APPROVED 10/16/2019**

EXTERNAL AFFAIRS COMMITTEE

Purpose

The External Affairs Committee (EAC) is charged with overseeing the Lobby Corps Assembly and the CSSA (Cal State Student Association) Assembly. The EAC Committee manages all overall external agency relations, advocacy strategies, student coalitions, and community partnerships/relationships.

Composition

Vice President of External Affairs (Chair)

Director of Government and Community Relations (CSSA Voting Alternate and Vice-Chair of EAC)

Three (3) Board Members*

Students-at-Large (non-voting)*

AS Staff (Advisor)

*Recommended, but not necessary.

Two (2) Board Members a part from the Chair should sit on the committee to ensure quorum and proper voting membership is met.

Any or all Board Members sitting on a CSSA committee are required to sit on the EAC.

Meetings

The EAC shall meet twice a month, or as designated by the chair. A majority of the EAC present in person or by teleconference shall constitute a quorum. Meetings of the EAC shall be conducted in accordance with the appropriate open meeting laws (Gloria Romero Act) that preside over the AS Organization as a whole. The Chair is responsible for parliamentary procedures for the EAC.

The EAC shall, through its chairperson report regularly to the Board following the meetings of the EAC, addressing such matters as the EAC or Board of Directors sees relevant.

Responsibilities of Chair

- Provide direction and support for the Lobby Corps Assembly, and CSSA Assembly.
- Is authorized to take positions on legislation on behalf of the Board, but best practices recommend if time allows to recommend to the Board for final approval.
- Have frequent contact with SFSU Government and Community Relations (GCR) Office and the Institute of Civic and Community Engagement (ICCE) Office.
- Maintain outreach amongst other CSU's and external stakeholders.
- Be an advisor in regards to establishing action plans and solutions to problems on campus and surrounding communities.

Responsibilities of Vice Chair

- Will be Chair of EAC if the VP of External Affairs is absent.
- Will be the Chair of the Lobby Corps Assembly and CSSA Assembly.
- Have frequent contact with SFSU Government and Community Relations (GCR) Office and the Institute of Civic and Community Engagement (ICCE) Office.
- Maintain outreach amongst other CSU's and external stakeholders.

Responsibilities of EAC Members

- Members must attend every EAC meeting, unless an emergency is presented.
- They will need to help with planning events throughout the school year.
- Serve as an advisory group when legislation is presented by the Lobby Corps Assembly.
- Be aware of concerns and events happening on campus.
- Be prepared to create action plans and solutions to problems happening on campus and surrounding communities.
- Sitting members from EAC and CSSA committees shall assist in tasks assigned by CSSA committee chairs.

EXTERNAL AGENCY RELATIONS

The External Affairs Relations portion in the External Affairs Committee acts as a gateway to determine possible relationships between Associated Students at San Francisco State University and external stakeholders.

Stakeholders can be classified as elected officials, other CSU's, non-profit organizations, Universities/Colleges, etc. The main purpose of obtaining external agency relations is if it will benefit our organization's mission and help further our education.

ADVOCACY STRATEGIES

The Advocacy Strategies in the External Affairs Committee acts as a layout to present and future legislative/educational advocacy at the CA State Capitol, the U.S. Capitol, SF City Hall, the Board of Trustees and the Office of the Chancellor. Advocacy at the local level is also required for the success of the organization to advocate for students at all levels of government.

Planning of lobbying and advocacy workshops/training is necessary for transparency of student advocacy initiatives and furthering the education of students.

STUDENT COALITION BUILDING

The Student Coalition Building in the External Affairs Committee acts as an avenue for students to express any questions, concerns, or feedback, then to transpire to build coalitions that will benefit the SF State student population.

Students will have opportunities to provide input on all matters regarding building student coalitions, as well as receive information on how to work on coalition building and opportunities for student involvement.

COMMUNITY RELATIONS/PARTNERSHIPS

The Community Relations in the External Affairs Committee serves to identify and establish strategic external community partnerships and support outreach and implementation of local, statewide, and national student campaigns.

Community Relations helps to support the cultivation and advancement of relationships between the organization and the San Francisco/Bay Area community.

Additionally, the External Affairs Committee will establish grassroots organizing, voter engagement, education, gathering student testimonials, and building strong campaigns, as well as developing strategic action plans through escalation tactics to best mobilize our SF State community and empower student voices.