

BOARD OF DIRECTORS OUTREACH AND OFFICE HOURS POLICY

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BACKGROUND AND PURPOSE

The intent behind the ‘outreach’ component of this policy is to have student directors actively connect with their constituents and students at large; by the student directors going to their constituents and/or students at large. Whereas, the ‘office’ hours component is for student directors to serve as an accessible resource for their constituents, and students at large, and be available for students to come to the student directors. This policy will be effective upon board approval and will be reviewed once a year.

POLICY STATEMENT

This Associated Students (AS) policy shall outline requirements for the Board of Directors (BoD) regarding outreach/office hours. To advance our model for shared governance, the BoD shall use outreach/office hours to engage and activate students and the campus community.

APPLICABILITY TO THE POLICY

It is imperative that Board members are familiar with this policy to ensure proper outreach and subsequent representation of the student body.

DEFINITIONS

Term	Definition
Associated Students (AS)	The student government at San Francisco State University which serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.
Board of Directors (BoD)	The student body of elected or appointed members who oversee and approve the activities of Associated Students at San Francisco State University.

HOURS REQUIREMENTS

Any elected or appointed student director of the Associated Students BoD is subject to hosting a required amount of outreach/office hours weekly during their tenure of office with exceptions during summer break, November break, winter break, spring break, dead week (week before finals), and finals week.

- a. The required number of outreach/office hours shall be set by the BoD as the following:
 - Two (2) hours minimum a week for Executives**
 - Three (3) hours minimum a week for College/Class/Dept. student directors**
- b. Student directors must complete at least one (1) hour of outreach and one (1) hour of office hours a week. Any remaining required hours shall be chosen at the discretion of the student director to be either outreach or office.
- c. The following events shall not count toward required outreach/office hours: Associated Students Board meetings, Committees, Councils, Assemblies and Subassemblies (with exception stated in 1.3 for Class and College Subassemblies), University Committees, Task Force’s, Food for Thought meetings with Campus Administration, Town Hall’s, or campus organization events/meetings (unless a tabling or engagement opportunity is provided specifically for the student director to connect with constituents.)

OFFICE HOURS

Office Hours are intended to be spent in a stationary location so as to be easily accessible to students. Office hours will be scheduled at the beginning of the semester and the default location will be determined. If during the semester

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an alternate location is desired, the alternate location of the directors office hours must be posted at the AS Business Office and Board Executive Office five (5) business days prior.

- a. The following may count toward required Office Hours (as long as the 5 days notice has been posted): in-office availability, setting up a table or station anywhere on campus suited for constituency, tabling at events catered to constituency where the representative is engaging with students.

OUTREACH HOURS

Outreach Hours are intended to be spent going out to students, so as to proactively inform, connect, involve, and engage with constituents and students regarding AS work. Due to the mobile nature of this activity the location does not have to be posted, but student directors must complete the BoD Outreach Hours Questionnaire (Attachment A).

- a. The following may count toward required Outreach Hours: walking around campus and talking to students, attending an event catered to constituents and actively engaging with students in person
- b. The following shall not count toward required Outreach Hours: in-office availability. (refer to Section 1. C)
- c. For Class and College Sub Assembly's student directors serving as AS members of that sub assembly, may count such time towards outreach hours requirements for that week.
- d. Being present with clubs at their tabling events and actively engaging with students during these sessions also counts towards fulfilling required Outreach Hours.
- e. Per semester, all Board members must attend at least 3 AS program events as part of their outreach hours to be verified via a written report submitted to the Chief of Staff. This report is to be utilized for program assessment purposes.

VERIFICATION OF HOURS

Verification of outreach/office hours shall be collected by the Corporate Secretary, who shall provide a monthly report to the BoD of student directors who fail to meet the set hours required and are out of compliance with this policy.

- a. Student directors must complete an outreach hours questionnaire within ten (10) days after the outreach hours occurring. Student directors must notify the Board of Directors of their plans for outreach at each BOD meeting during their director report.

- b. Student directors must notify the Chief of Staff of the location of their office hours to be held. The Chief of Staff must ensure they are publicly posted at the AS Business Office and Board Executive Office at least five (5) business days prior to those hours being held. An AS BoD Office Hours Log will be used to track office hours through a process set by the Chief of Staff .

FORMS

None.

BOARD OUTREACH & OFFICE HOURS POLICY APPROVAL AND REVISION HISTORY

Approved by the AS Board of Directors on 01/25/2017

Revision approved by AS Board of Directors on 11/29/2023