

Board Member Duties & Expectations Policy

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BACKGROUND AND PURPOSE

The purpose of this policy is to provide a list of all duties and expectations of the Associated Students (AS) Board of Directors (BOD).

POLICY STATEMENT

This policy is intended to outline membership of the AS BOD and provide detailed descriptions of the specific duties and responsibilities of San Francisco State University AS BOD members. These descriptions represent the minimum duties and responsibilities expected of each Board member in addition to abiding by the most recently updated Attendance Policy, AS Bylaws, Code of Conduct, Board of Directors Outreach and Office Hours Policy, and any and all other applicable policies and procedures. Members understand that failure to perform these minimum requirements of office could result in removal from the Board in accordance with the AS Bylaws.

APPLICABILITY TO THE POLICY

Board members, the Executive Director, and the governance area of the organization should be well versed in this policy and its implications. Board members are responsible for the stewardship of student fee resources and the facilities and personnel who are paid by those fees; for upholding the values of the AS; for representing students to the best of their ability in order to honor shared governance and to ensure that student voices and perspectives are included in policy development and decision-making of the University, among other responsibilities that are vested to the Board through the Bylaws of Associated Students.

Upon taking office, all Board members must sign the Board Member Job Description Acknowledgement Form (Attachment A), acknowledging that they have read, understood, and promise to uphold the duties and responsibilities associated with their position and understand that failure to meet these requirements is grounds for removal from the Board.

DEFINITIONS

Term	Definition
Associated Students (AS)	The student government at San Francisco State University which serves as the official voice of the 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
Executive Director	The AS Executive Director provides executive leadership, management, oversight, and strategic guidance in support of AS. Additionally, the Executive Director ensures the appropriate implementation of AS policies and procedures and provides supervision to ensure and improve the quality of operations and programs within the organization. The Executive Director reports to the AS BOD and is supervised by the AS President on behalf of the AS BOD.
Executive Members	The AS Executive Members are comprised of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Chief Justice, and Chief of Staff. The Executive Members serve on the Executive Committee.
College Representatives	The College Representatives are comprised of one member from each individual academic college.
Issue Directors	The Area Directors are comprised of the Director of Sustainability & Basic Needs, Director of Recreation, Health, & Wellness, Director of Government & Community Relations, Director of Social Justice and Equity, and Director of Facilities and Operations..
Shared Governance	A collaborative and consultative decision-making system that aims to increase efficiency, identify common goals, and create consensus between different governing bodies.

FIDUCIARY RESPONSIBILITY AS A BOARD MEMBER

Officers and Board members of the corporation are fiduciaries and must act in accordance with the fiduciary duties of care, loyalty, and obedience. Taken together, they require board members to make careful, good-faith decisions in the best interest of the organization with careful consideration of the equitable use of student dollars and mission of Associated Students. Board members are elected by their peers to be their representative voice on issues that will best meet their needs and advocate to the best of their ability for their interests. Officers and Board members are therefore responsible to ensure that students receive a notable return on student fee moneys paid as stipends.

COMPOSITION OF THE BOARD

As laid out in the most recent version of the AS Bylaws, the Board shall be composed of twenty-three (23) Board of Directors members (each "Board member"), will be elected as follows:

- (a) Student Board members, who are duly admitted, registered, enrolled, and matriculated in a minimum of three (3) units for graduate board members and six (6) units for undergraduate board members and in good academic standing at the University, elected at large in an election in which all Members are eligible to vote, shall include the following:
 - (1) President & CEO of Associated Students, who shall serve as the CEO of AS, and Vice Chair of the Board;
 - (2) Associated Students Vice President of Internal Affairs;
 - (3) Associated Students Vice President of External Affairs;
 - (4) Associated Students Vice President of Finance;
 - (5) Associated Students Vice President of Academic Affairs;
 - (6) One representative from each of the following academic colleges: the College of Business; the College of Liberal & Creative Arts; the College of Education; the College of Ethnic Studies; the College of Health and Social Sciences; the College of Science and Engineering; for a total of six (6) academic college representatives. This number shall change if University increases or decreases the number of academic colleges;
 - (7) One representative from the Graduate College
 - (8) One representative from any student organization.
- (c) An Associated Students Chief Justice, a student Board member, shall be appointed to the Board by the President and confirmed by the Board;
- (d) An Associated Students Chief of Staff, shall be appointed to the Board by the President, confirmed by the Board, and act as the governing Board's Corporate Secretary and Chair of the Board;
- (e) One student Area Director from the following areas - Recreation, Health, and Wellness; Sustainability and Basic Needs; Government and Community Relations; Social Justice and Equity; and Facilities and Operations - for a total of five (5) representatives. Area Directors shall be elected at large during the yearly Spring Election cycle;
- (f) VP Student Affairs and Enrollment Management or designee,

- (g) Student Trust Officer, or designee, appointed by the President of the University, as designated in writing;
- (h) One (1) teaching faculty member at the University appointed annually with the help of Academic Senate and recommendation from the Associated Students President, as designated in writing, and confirmed by the Board; and

EXECUTIVE MEMBERS

The student Executive Officers of the Corporation shall consist of seven (7) members: five (5) who are elected and two (2) who are appointed.

- (a) The elected Executive Officers of the Corporation shall be the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, and Vice President Academic Affairs; and
- (b) The appointed Executive Officers shall be the:
 - (1) Chief of Staff
 - (2) Chief Justice

REPRESENTATIVES

All College Representatives shall have the following duties and responsibilities:

- (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 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 committees and one (1) university committee. Membership on the Audit Committee shall not count toward this duty;
- (g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must have a weekly 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. The remaining hour may be utilized as either an additional office hour or outreach hour for a total of 3 hours/ week;
- (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) Meet regularly with the Dean from your respective college and report information back to AS and respective committees;
- (o) Host an open forum at least once per semester to learn about the needs of students enrolled in your college;
- (p) Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your role;
- (q) Compose a transitional introductory email between terms to help the incoming representative get started.

ISSUE DIRECTORS

All Issue Directors shall have the following duties and responsibilities:

- (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 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 committees and one (1) university committee; Membership on the Audit Committee shall not count toward this duty;
- (g) Per the most recent approved version of the AS Board of Directors Outreach and Office Hours Policy, you must host a minimum of three (3) hours of office hours/ outreach, divided with at least one (1) hour of outreach with student groups around campus, and one (1) hour of office hours. The remaining hour may be utilized as either an additional office hour or outreach hour for a total of 3 hours/ week;
- (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) Create and maintain a transition portfolio of on-going projects and important contacts necessary to fulfill your role, including a transition email to be sent to the incoming member;
- (o) Compose a transitional introductory email between terms to help the incoming representative get started.

BOARD OF DIRECTOR JOB DESCRIPTIONS

This following outlines the position descriptions of the Board of Directors for the Associated Students of San Francisco State University. These job descriptions represent the minimum duties and responsibilities expected of each BOD member in addition to abiding by the most recently updated Attendance Policy, Bylaws, Code of Conduct, Board of Directors Outreach and Office Hours Policy, and any and all other applicable policies and procedures.

A. Executive Officers:

President & CEO

- (a) The President shall be the Chief Executive Officer of AS and Vice Chair of the Board.
- (b) The President is a member of the student body elected by the student body at large;
- (c) 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.
- (d) The President shall have the following duties and powers:
 - (i) Within sixty (60) calendar days of the new President's inauguration, the President, shall appoint members of the Board to serve as chairs of the standing committees, unless otherwise specified within these Bylaws, and, within sixty (60) calendar days of the creation of any ad hoc committees, the President shall make appointments of members of the Board to serve as chair(s) of such committees);
 - (ii) Serve 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 by these Bylaws, or as may be prescribed by the Chair and/ or the Board;
 - (iii) Serve as an ex-officio member on all other Board committees;
 - (iv) Act as the main representative for the Associated Students Board of Directors at University functions, both on campus and external;
 - (v) Within sixty (60) calendar days of the new President's inauguration, the President, as Chair of the Board, shall appoint the Chief Justice of the Board using the procedures in the Appointment, Selection, and Review of AS Appointees policy. This position shall come from the student body at-large;
 - (vi) Within sixty (60) calendar days of the new President's inauguration, the President, as Chair of the Board, shall appoint the Chief of Staff of the Board using the procedures in the Appointment, Selection, and Review of AS Appointees policy. This position shall be filled by a non-executive Board member. Once appointed, their previous position will be filled from the Board;



- (vii) Within sixty (60) calendar days of the new President's inauguration, the President, as Chair of the Board, shall appoint the following members of the Board using the procedures outlined in the Appointment, Selection, and Review of AS Appointees policy: Director of Recreation, Health, and Wellness; Director of Sustainability and Basic Needs; Director of Retention and Graduation Initiatives; Director of Government and Community Relations. These Area Directors shall
- (viii) Serve as a member/chair of the Instructionally Related Activities Committee (IRA), a sub-committee of the Student Fee Advisory Committee (SFAC) or appoint a designee to serve as the chair;
- (ix) Serves as a member of the Mashouf Wellness Advisory Council or designee;
- (x) Serves as one (1) of the three (3) student Senators of the Academic Senate or designee;
- (xi) Serve as member/co-chair of the Student Fee Advisory Committee (SFAC) or designee;
- (xii) Serve as Chair of the Appointments Assembly;
- (xiii) Other University Committees or boards as requested or designee;
- (xiv) Meets frequently with Executive Director;
- (xv) The President or their designated representative shall serve as a designated member of all AS sub-boards, commissions, councils, organizations and committees, while attending meetings consistently, unless otherwise stipulated by these Bylaws. If regular attendance is not met, a new designee shall be appointed or the seat shall be vacated for the semester;
- (xvi) The President shall be responsible for the implementation of any policies and actions of the AS Board of Directors that are not subsumed under the jurisdiction of the councils, commissions, boards, committees, or officers as specified in these Bylaws;
- (xvii) It is recommended that the AS President should be part of AS for at least one semester previous to running for President as a member of the AS Board of Directors.

Vice President of Internal Affairs

- (a) Vice President of Internal Affairs shall serve as the main liaison for all AS Programs and provide regular guidance/ support for the Director of Facilities & Operations to ensure support for the facility and operational needs



- (b) 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.
- (c) The Vice President of Internal Affairs shall have the following duties and powers:
 - (i) Perform all the duties of the Chair in the absence of the Chair and Vice Chair of the Board. When so acting shall have all the powers of, and be subject to all the restrictions of the Chair. When serving as Chair, the VP Internal shall have other powers and perform such other duties as may be prescribed by law, or by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board;
 - (ii) Serve as Chair of the Internal Affairs Council;
 - (iii) Serve as a member of the Executive Committee;
 - (iv) Meet regularly with AED and Senior Directors Programs;
 - (v) Incorporate the activities of the Director of Facilities & Operations into the Internal Affairs Committee and ensure proper communication and support is provided for facilities & operations staff and efforts;
 - (vi) Conducts the Executive Director evaluations and hiring alongside the President and Board;
 - (vii) Serve as member of the Student Fee Advisory Committee (SFAC) or designee;
 - (viii) Other University Committees or boards as requested.

Vice President of External Affairs

- (a) The Vice President of External Affairs shall be the primary representative of AS to entities external to AS.
- (b) 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.
- (c) The Vice President of External Affairs shall have the following duties and powers:



- (i) Represent the AS before boards, commissions, and other policy-making groups of the California State University, the State of California, and other entities as appropriate;
- (ii) Serve as the primary voting representative to the California State Students Association (CSSA) including maintaining voter designation forms, and working with staff on registration for CSSA events and plenaries;
- (iii) Identify and recommend students who may be appropriate to serve in positions of systemwide leadership or on committees, and actively involve students at large with CSSA;
- (iv) Identify other off campus groups and coalitions that AS may want to work with to advance its mission and goals;
- (v) Work with campus Alumni Relations to maintain relationships with alumni and the Alumni Council;
- (vi) Incorporate the activities of the Director of Government and Community Relations into the External Affairs Committee;
- (vii) Incorporate the activities of the Director of Social Justice and Equity into the External Affairs Committee;
- (viii) Serve as the Chair of the External Affairs Council, and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed by the Chair and/or the Board;
- (ix) Serve as a member of the Executive Committee;
- (x) Serve as a member of the Student Fee Advisory Committee (SFAC) or designee;
- (xi) Other University Committees or boards as requested.

- (xii) Voting Member Authorization form for CSSA must be signed by the first week of June and sent to info@calstatestudents.org and cc the Executive Director.

- (xiii) VP of External Affairs has access to view the Travel Budget.



- (xiv) VP of External Affairs will have frequent communication with the Administrative Services Manager Business Administration & Finance and CCSC Business Office in regards to Travel Business.

Vice President of Finance

- (a) The Vice-President of Finance shall be the Treasurer of the Organization. As the Treasurer, the Vice-President of Finance shall perform such executive functions for the financial management of the Executive Committee and the Board of Directors of the AS.
- (b) 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.
- (c) The Vice President of Finance shall have the following duties and powers:
 - (i) Serve as Chair of the Finance Committee; and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or these Bylaws, or as may be prescribed by the Chair and/ or the Board;
 - (ii) Serve as Chair of the Student Organization Funding Assembly or appoint a designee to serve as chair;
 - (iii) Responsible for the submission of a budget proposal for the next fiscal year to the Board for consideration;
 - (iv) Provide fiscal insight to the AS Board of Directors and relevant committees;
 - (v) Assist with implementation of financial policies of AS;
 - (vi) Serve as liaison between the AS Board and the chief fiscal officer of the campus;
 - (vii) Responsible for reviewing Student Organization funding requests through the Finance Committee and/or the Student Organization Funding Assembly;
 - (viii) Serve as a member of Executive Committee;
 - (ix) Serve as a member of the University Budget Committee;
 - (x) Serve as a member of the Student Fee Advisory Committee (SFAC) or designee;

- (xi) Serve on other University Committees or boards as requested.

Vice President of Academic Affairs

- (a) The Vice President of Academic Affairs is responsible for being a liaison between AS and the Student Success and Graduation Initiative (SSGI). They will actively engage with and work collaboratively with College Representatives and Issue Directors to advance the needs of students in all areas dealing with academic affairs through regular meetings and updates regarding Academic Senate. They will look at ways to find sustainable options that will help the University with matters of student retention, and provide updates of these collaborative efforts to the AS Board of Directors. In addition, they will hold assemblies on a regular basis for the SFSU community.
- (b) 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.
- (c) The Vice President of Academic Affairs shall have the following duties and responsibilities:
 - (i) Serve as a representative on the Academic Senate and assists the President in filling vacancies on various Academic Senate committees;
 - (ii) Shall serve as chair of the Academic Affairs Committee;
 - (iii) Incorporate the activities of the College Representatives and Issue Directors in the Academic Affairs Council;
 - (iv) Interfaces with opportunities on campus for students to engage with activities outside of the classroom, including but not limited to, program planning, transparency in shared governance via collaborative open forums and events with campus partners, working with First year/ retention programs (ex. Project Rebound, SSGI, etc.);
 - (v) Seeks to understand the needs of students and the opportunities available on campus for them to engage in activities that provide a rich collegiate experience;
 - (vi) Serve as liaison/ student representative for the Student Success and Graduation Initiative (SSGI) Committee;
 - (vii) Coordinate and assist Project Connect on retention initiatives in collaboration with the programmatic work of Internal Affairs;



- (viii) Work closely with the Faculty Representative on involving faculty and staff with AS academic success initiatives;
- (ix) Hold standing meetings with the Provost and Dean of Undergraduate Studies in collaboration with the College Representatives;
- (x) Liaison to WASC if/ when a campus visit is made;
- (ix) Serve as a student representative on the Graduation Initiatives Committee (or assign a designee)

Chief Justice

- (a) Chief Justice is a student at large position that shall be appointed by the President of AS within sixty (60) calendar days of the inauguration of the incoming President, with majority of Board approval.
- (b) 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.
- (c) The Chief Justice shall not seek elected office, hold elected office, act as an Agent for a Candidate or Slate, or endorse a Candidate or Slate during the election cycle.
- (d) The Chief Justice will have the following duties and powers:
 - (i) Responds to inquiries and advises chair during the conduct of all meetings of the Board on matters of parliamentary procedures, assists members in making appropriate motions, and raises proper points of order;
 - (ii) Serve as the Chair of Judicial Council;
 - (1) The Chief Justice is expected to preside over all hearings of the Judicial Council. If the Chief Justice is unable to preside over a hearing, they may designate a Justice with senior standing to preside over the hearing in their place.
 - (iii) Serve as Chair of the Rules Committee;
 - (iv) Serve on the Elections team to ensure transference of information between the Elections team and Judicial Council;
 - (v) Must appoint Justices to the Judicial Council in accordance with the Grievance Policy;



- (vi) Other University committees or boards as requested;
- (vii) Upholds newest edition of Robert's Rules of Order and serves as the Board's Parliamentarian

Chief of Staff

- (a) Chief of Staff is a position that shall be appointed by the President of AS within sixty (60) calendar days of the inauguration of the incoming President, with majority of Board approval and shall serve as Chair of the Board.
- (b) 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.
- (c) The Chief of Staff shall have the following duties and powers:
 - (i) Serve as the Corporate Secretary of the Organization;
 - (ii) Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Directors and, if applicable, meetings of committees of Directors, recording therein the time and place holding, whether standing, special or ad-hoc, how notice thereof was given, the names of those present or represented at the meeting, and proceedings thereof;
 - (iii) Assume that all notices are duly given in accordance with the provision of these Bylaws or as required by law;
 - (iv) Prepare, post, and distribute agendas for all regular and special meetings of the Board with AS Student assistants such as required by AS and the Gloria Romero Open Meetings Act;
 - (v) Enforce the most updated attendance policy as approved by the Board of Directors;
 - (vi) Serve as a member of the Executive Committee;
 - (vii) Serve as chair of Audit Committee;
 - (viii) Other University committees or boards as requested;
 - (ix) Assist other Executive Committee Members with any tasks necessary;

- (x) Train all new appointed Board Members.
- (xi) Keep track of committee membership to ensure compliance with Attendance Policy, Bylaws, and Duties and Expectations Policy and bring forth members for non-compliance when appropriate

B. College Representatives

The following represents a list of duties and responsibilities for all college representatives, with flexibility to accommodate the individual needs/ structure of each specific college:

- (a) Host open forums at least twice a year at the start of each term for their specific college in collaboration with the Dean, Department Chairs, or other accessible administration with direct oversight of or insight to the college;
- (b) Serve on the Dean's Leadership Council and work to establish collaborative groups within each college with representatives from each department;
- (c) Meet with Department Chairs or designees at least twice per term;
- (d) Attend regular meetings with the Provost in collaboration with the VP of Academic Affairs;
- (e) Remain in contact with and assist college-specific student organizations and clubs further engage students within the college;
- (f) Serve on college specific councils/ committees to represent student interests;
- (g) Work collaboratively with the VP of Academic Affairs to remain informed of decisions/ developments in the Academic Senate to bolster transparency between the Academic Senate and the student body.

C. Student Organization Representative:

- (a) The Student Organization Representative is responsible to act as a liaison for recognized SFSU student organizations 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.
- (b) Appointment of this position is outlined in the most recently amended Appointments, Selection, and Review of AS Appointees Policy.

D. Issue Directors:

Director of Sustainability & Basic Needs

- (a) The Director of Sustainability & Basic Needs is responsible for serving as the liaison between SF State Students, University Committees, AS programs and services, and the AS Board of Directors (BOD). The Director of Sustainability will work collaboratively with the Environmental Resource Center, the AS Food Pantry, and other basic needs related organizations, programs, and/or services specified relevant by the AS BOD.
- (b) 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.
- (c) The Director of Sustainability & Basic needs shall have the following duties and responsibilities:
 - (i) Participate in University Committees that revolve around sustainability and student basic needs. Report to AS BOD;
 - (ii) Collaborate with SF State University Stakeholders to conduct more research on food instability and housing insecurity with efforts of further addressing these issues;
 - (iii) Chairs the Sustainability assembly working closely with the AS Environmental Resource Center that addresses campus environmental sustainability on campus;
 - (iv) Sits on University Sustainability Committee; or assign a designee;
 - (v) Sits on University Basic Needs Committee; or assign a designee.

Director of Recreation, Health, & Wellness.

- (a) The Director of Recreation, Health, & Wellness is responsible for serving as the official liaison between the students of SF State, the AS Board of Directors, Health Promotion & Wellness, Student Health Center, Psychological Services, Athletics, and the Campus Recreation Department. The Director of Recreation, Health, & Wellness will work collaboratively with HPW, Student Health Advisory Committee (SHAC), Psychological Services, Athletics, and Campus Rec on any health, wellness, and recreation related programs and initiatives, as well as addressing any issues concerning and affecting students in these areas/departments on campus.
- (b) 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.

- (c) The Director of Recreation, Health, & Wellness shall have the following duties and responsibilities:
 - (i) Serve as chair of Mashouf Wellness Center Advisory Council (MWCAC);
 - (ii) Serve as member of Student Health Advisory Committee (SHAC represents all three student fee funded health units on campus);
 - (iii) Meet with each of the fee funded health/wellness/recreation units on campus (Campus Recreation, HPW, Student Health Center, Psychological Services) at least once per semester to provide feedback and reports to the AS Board of Directors on relevant initiatives.

Director of Government & Community Relations

- (a) The Director of Government & Community Relations is responsible for strengthening relationships and communication between the students and the SFSU campus community with the AS Board of Directors. In addition, the Director of Government and Community Relations should be able to convey these relationships to enhance AS representation and partnerships with governmental institutions of all levels, from university to local to national.
- (b) 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.
- (c) The Director of Government & Community Relations shall have the following duties and responsibilities:
 - (i) Develops opportunities for students to participate in meaningful community service activities;
 - (ii) Oversees Lobby Corps and other grassroots efforts to engage students with elected officials and administration in partnership with the campus Government and Community Relations office;
 - (iii) Develops and implements voter registration, education and engagement efforts to maximize student participation in the democratic process;



- (iv) Serves as Vice Chair of the External Affairs Committee;
- (v) Serves as the secondary voting person for the California State Student Association (CSSA) in accordance with the latest governance policy with CSSA;
- (vi) Engage students in advocacy on issues of importance to their education;
- (vii) Liaison to the Civic Engagement fellows within the Institute for Civic and Community Engagement at SFSU.

Director of Social Justice & Equity

- (a) The Director of Social Justice & Equity shall serve as a liaison between students and University Departments on matters regarding Shared Governance, transparency, and social justice.
- (b) 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.
- (c) The Director of Social Justice & Equity shall have the following duties and powers:
 - (i) Serve as one (1) of the three (3) Student Senators for Academic Senate;
 - (ii) Serve as Co - Vice Chair of the External Affairs Committee;
 - (iii) Work to ensure university committees are fully seated with student representation, to include students at large by conducting outreach.
 - (iv) Other University committees or boards as requested.

Director of Facilities & Operations

- (a) The Director of Facilities and Operations serves as the primary representative with matters concerning programming structure, student representation and student organization accessibility.
- (b) 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.
- (c) The Director of Facilities & Operations will have the following duties and responsibilities:

- (i) Sits on the UCorp board of Directors as a student representative;
- (ii) Oversee AS program evaluation, assessment, and planning;
- (iii) Stays current on remodeling efforts for facilities that AS oversees;
- (iv) Other University committees or boards as requested;
- (v) Long-term facility and program capacity planning
- (vi) Serves as Vice Chair of the Internal Affairs Committee;
- (vii) Sits on the Mashouf Wellness Center Advisory Council (MWCAC) committee;

SUCCESSION OF EXECUTIVE OFFICERS

In the event that a member of the Executive Committee is removed from office, resigns, or is no longer able to serve on the Board per the terms of office outlined in these Bylaws, the President shall follow an internal application process among the duly elected members of the Board. Appointment is subject to approval by majority vote of the BOD:

- (a) In the event of a vacancy in the office of the President, the vacancy shall be filled by the Vice President of Internal Affairs, who shall submit the name of a duly elected Director to serve as Vice President of Internal Affairs following an internal application process, subject to approval by majority vote of the BOD;
- (b) In the event of a vacancy in the offices of both the President and Vice President of Internal Affairs, the Vice President of Finance shall assume the Office of President. The President shall then submit the names of duly elected Directors to serve as Vice President of Internal Affairs and Vice President of Finance following an internal application process, subject to approval by a majority vote of the BOD;
- (c) The President shall nominate duly elected Directors to fill vacancies in the Executive Committee, who shall be approved by a majority vote of the BOD;
- (d) The President shall nominate Directors to fill vacancies in the Judicial Committee, who shall be approved by a majority vote of the BOD;
- (e) If the number of Directors then in office is less than quorum, confirmation shall be made by (1) the unanimous written consent of the Directors then in office, (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice, or (3) a sole remaining Director;

- (f) A person confirmed to fill a vacancy as provided by this Section shall hold office for the remainder of the term that the original director was serving or until removed from the Board in accordance with these Bylaws.

AMENDMENT

This policy may be amended or repealed, in whole or in part, by a two-thirds ($\frac{2}{3}$) affirmative vote of the Board. Amendments that would alter the composition of the Board will not take effect until the following term, unless otherwise specified by the motion confirming these changes and in accordance with the most recently updated AS Bylaws, and should be reflected in the Elections Packet and an amended version of this policy.

FORMS

Attachment A: Board Member Job Description Acknowledgement Form



Attachment A:



Position Title: _____

Term: _____

I, _____, acknowledge that I have read, understood, and promise to uphold the
Board Member's Name
duties and responsibilities associated with my position as described in the Board Member Duties and Expectations
Policy. I also acknowledge that failure to meet the minimum requirements of my position outlined in this policy is
grounds for removal from the Board of Directors.

Board Member's Signature

Date

BOARD MEMBER DUTIES & EXPECTATIONS POLICY APPROVAL AND REVISION HISTORY

Board Member Duties & Expectations Policy was Approved by the AS Board of Directors on	03/01/2023
Board Member Duties & Expectations Policy was Approved by the AS Board of Directors on	05/05/2021
Board Member Duties & Expectations Policy was Approved by the AS Board of Directors on	02/06/2019