

ASI STUDENT INVOLVEMENT & VOLUNTEER GUIDE

PART II: ELECTED POSITIONS



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, LONG BEACH

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PART II: ELECTED POSITIONS

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Overview of Elected Positions

Since the inception of the Associated Students at California State University, Long Beach, elections and the democratic process have been the cornerstones of Associated Students' leadership. On June 15, 1956, the Associated Student Body formally incorporated under the new name "Associated Students of Long Beach State College," and was later known as the Associated Students, Inc. With its incorporation, ASI officially began to take on immense fiduciary responsibilities. Most of the following elected positions serve to not only represent the voices and best interests of the student body, but they also work to govern the various entities ASI owns and operates.

The mission of ASI is to improve the quality of campus life for students while enhancing their educational experience. All students automatically become members of ASI when they pay their mandatory student fees at the time of registration. Services provided by ASI to the CSULB community include the University Student Union, the Isabel Patterson Child Development Center, the Recycling Center and the Student Recreation & Wellness Center. ASI also funds various scholarships, major and minor campus events and programs, and supports a robust student-run media division which includes a weekly newspaper, TV station and state-of-the-art radio station. Each of these entities and programs reports to a specific board within the organization – all of which are made up of student majorities.

ASI has a rich history of strong elected student leaders who have been at the forefront of many university milestones. From the building of the University Student Union and Student Recreation & Wellness Center, to advocating for the 24-hour opening of the University Library during finals and the development of the first Disabled Student Services office on campus, elected leaders have been an important part of CSULB's history.

Elected Executive Officers

The ASI Executive Officers serve as the organizations' leadership and direct senior ASI staff with a vision for each academic year. The Executive Officers also represent the organization to the institution and are considered the public face of ASI.

ASI PRESIDENT

Position Overview

- Serve as the Chief Executive Officer of the Associated Students, Inc. and the official representative of the Associated Students to the university and the general public.

Essential Duties & Responsibilities

- Ensure the proper conduct and efficient administration of all ASI Executive Branch activities and reports weekly to the AS Senate
- Review, sign and ensure the execution of all legislation adopted by the AS Senate
- Appoint students to open positions including Chief Diversity Officer, Chief Academic Officer, Chief Government Relations Officer, Chief Justice, Associate Justices, and Cabinet members (subject to confirmation by the AS Senate)
- Deliver a State of the Associated Students Address no later than 30 days after the start of each semester in office
- Conduct mid-term Cabinet member performance reviews with the Chief Diversity Officer
- Deliver speeches at Convocation, Homecoming and other functions as needed
- Attend university and ASI functions as needed
- Chair the ASI Human Resources Management Committee

Required Meetings

- ASI Executive Meetings – weekly
- ASI Town Halls – held monthly
- Board of Control – Tuesdays at 3:30 p.m.
- Academic Senate – every other Thursday from 2 to 4 p.m.
- Academic Senate Executive Committee – biweekly; TBD
- University Student Union Board of Trustees – first Friday of each month at 1 p.m.
- Isabel Patterson Child Development Center Board of Trustees – third Friday of each month at 1 p.m.
- Human Resources Management Committee – as needed
- 49er Shops, Inc. Board of Directors – once a month (+2 subcommittees)
- 49er Shops, Inc. Board of Directors summer meetings & retreats
- CSULB Foundation Board of Directors – once a semester
- Instructionally Related Activities Board – meets during winter break in January
- Resource Planning Process Committee (university budget committee) – TBD
- Student Fee Advisory Committee – monthly as needed
- Sustain U – monthly
- University President – monthly
- University Vice President of Student Affairs – monthly
- ASI Leadership Retreats – held in August and January; and any other leadership trainings
- Awareness and development trainings as Executive Officer representative
- Student Orientation and Retention (SOAR) presentations – throughout the summer
- California State Student Association (CSSA) – one weekend per month (optional, travel required)
- Other meetings as designated in the AS Bylaws and university documents

Typical Time Commitment

- Approximately 20 hours per week, which includes time spent in meetings (see above) directly related to the responsibilities of the position as documented in the AS Bylaws and other governing documents of the campus
- Half of the office hours are typically spent in the office

Preferred Skills & Abilities

- Time management; supervisory skills; public speaking; ability to delegate; knowledge of parliamentary procedure to run meetings; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; familiarity with the concepts of servant-leadership and stewardship

ASI VICE PRESIDENT

Position Overview

- Serve as the chair of the Associated Students Senate/Board of Directors, which is the voice of the students, and assumes the office of ASI President upon the President's incapacitation, resignation or withdrawal from the university.

Essential Duties & Responsibilities

- Assist the ASI President with ASI business as deemed necessary by that officer
- Prepare the weekly AS Senate agenda
- Prepare, sign, and place final adopted legislation on the desk of the ASI President for his/her signature or reconsideration
- File adopted legislation with the Office of the Executive Director
- Make all AS Senate information available and accessible to the student body
- Conduct monthly AS Senate performance reviews
- Support AS Senate projects
- Attend university and ASI functions as needed
- Attend various university board/committee meetings and retreats

Required Meetings

- ASI Executive Meetings – weekly
- ASI Town Halls – held monthly
- AS Senate - meets every Wednesday at 3:30 p.m.
- Board of Control – Tuesdays at 3:30 p.m.
- Academic Senate – every other Thursday from 2 to 4 p.m.
- ASI Lobby Corps – weekly
- Meetings with AS Senators – monthly
- University Student Union Board of Trustees – first Friday of each month at 1 p.m. (+1 subcommittee).
- Human Resources Management Committee – as needed
- 49er Shops, Inc. Board of Directors – monthly (+2 subcommittees)
- 49er Shops, Inc. Board of Directors summer meetings and retreats
- Student Fee Advisory Committee – monthly as needed
- Study Abroad Scholarship Committee – meets twice per semester
- Instructionally Related Activities Board – meets during winter break in January
- University Vice President of Student Affairs – monthly
- ASI Leadership Retreats – held in August and January; and any other leadership trainings
- Student Orientation and Retention (SOAR) presentations – throughout the summer
- Other meetings as designated in the AS Bylaws and university documents

Typical Time Commitment

- Approximately 20 hours per week, which includes time spent in meetings (see above) directly related to the responsibilities of the position as documented in the AS Bylaws and other governing documents of the campus
- Half of these hours are typically spent in the office

Preferred Skills & Abilities

- Knowledge of parliamentary procedure to run meetings; time management; organization skills; public speaking, ability to delegate and motivate others to take action supervisory skills; ability to interact positively and build effective working relationships with a diverse population of students; faculty, staff; and campus administrators; familiarity with the concepts of servant-leadership and stewardship

ASI TREASURER

Position Overview

- Oversee the administration of Associated Students finances and ensures prudent management of its assets.

Essential Duties & Responsibilities

- Prepare the agenda and serves as the chair for the Board of Control
- Conduct Fiscal Certification workshops (twice per week), which trains student organization officers on how to apply for funding and how to access funding once awarded
- Make monthly reports to the Senate including a detailed account of the financial status of the Associated Students
- Approve disbursements made from Associated Students checking accounts
- Maintains and revises records of all fiscal policies and procedures approved by the Board of Control.
- Oversee the preparation of the Associated Students annual budget
- Attend university and ASI functions as needed
- Attend various university board/committees meetings and retreats

Required Meetings

- ASI Executive Meetings – weekly
- ASI Town Halls – held monthly
- Board of Control – Tuesdays at 3:30 p.m. (+Ad hoc committees, as needed)
- University Student Union Board of Trustees – first Friday of each month at 1 p.m. (+1 subcommittee)
- Isabel Patterson Child Development Center Board of Trustees – third Friday of each month at 1 p.m.
- Human Resources Management Committee – as needed
- 49er Shops, Inc. Board of Directors - once a month (+2 subcommittees)
- 49er Shops, Inc. Board of Directors Summer meetings and retreats
- University Vice President of Student Affairs – monthly
- Instructionally Related Activities Board – meets during winter break in January
- Lottery Committee – as needed
- Student Fee Advisory Committee – monthly as needed
- Study Abroad Scholarship Committee – meets twice per semester
- ASI Leadership Retreats – held in August and January; and any other leadership trainings
- Student Orientation and Retention (SOAR) presentations – throughout the summer
- Other meetings as designated in the AS Bylaws and university documents

Typical Time Commitment

- Approximately 20 hours per week, which includes time spent in meetings (see above) directly related to the responsibilities of the position as documented in the AS Bylaws and other governing documents of the campus
- Half of the hours are usually spent in the office

Preferred Skills & Abilities

- Time management; public speaking; knowledge of parliamentary procedure to run meetings; ability to read and interpret financial reports; ability to delegate; supervisory skills; ability to interact positively and build effective working relationships with a diverse population of students; faculty, staff, and campus administrators; familiarity with budget concepts such as revenue and expense; familiarity with the concepts of servant-leadership and stewardship

Associated Students Senate/Board of Directors

Position Overview:

- Serves as a voting member of the Associated Students Senate, representing the students within a particular College (14 seats) or the student community at-large (6 seats)

Essential Duties & Responsibilities:

- Represent members of his/her particular constituency to the Associated Students
- Serve as a member of the Board of Directors of the Associated Students, Incorporated and fulfill the legal and ethical obligations attending
- Participate in initiating amendments to the Articles of Incorporation and ASI Bylaws, Chapter I, to be voted on by the student body
- Participate in approving amendments to the AS Bylaws, Chapter II
- Fill vacancies in the Senate and other Boards
- Hold membership on at least one AS Senate Subcommittee and/or Subsidiary Board
- Serve on university committees and boards at the direction of the AS Vice President
- Compose and present resolutions to the Senate for consideration
- Attend College Council meetings and give reports on ASI activities (College Senators only)
- Serve as a liaison to specific student constituencies as assigned and give reports on ASI activities (At-Large Senators only)
- Ensure that all activities, policies and resolutions are initiated and carried out in the best interests of the student body as a whole

Required Meetings:

- AS Senate –Wednesdays at 3:30 p.m.
- The following meetings are required only if elected or appointed:
 - Board of Control – Tuesdays at 3:30 p.m. (2 Senators)
 - University Student Union Board of Trustees – first Friday of each month at 1 p.m. (2 Senators)
 - ASI Media Board of Trustees – first Friday of each month at 11 a.m. (1 Senator)
 - Isabel Patterson Child Development Center Board of Trustees – third Friday of each month at 1 p.m. (1 Senator)
 - Lobby Corps – weekly; TBD (3 Senators)
 - Human Resources Management Committee –as needed (3 Senators)
 - Senate Audit Committee – once a semester (2 Senators)
 - University Student Union Program Council – Fridays at 11 a.m. (1 Senator)
- Attend ASI Leadership Retreats held in August and January; and any additional leadership trainings
- Other meetings as designated by the AS Bylaws, the President or the Vice President

Typical Time Commitment:

- At least 3 hours per week, which includes time spent in meetings (see above)

Preferred Skills & Abilities:

- Time management; public speaking; ability to learn parliamentary procedure to participate in meetings; ability to interact positively and network with a diverse population of students, faculty, staff and campus administrators; ability to interact comfortably with members of a constituency to obtain opinions, determine interests, and assess needs on an ongoing basis; familiarity with the duties and responsibilities of a nonprofit board of directors; familiarity with the concepts of servant-leadership and stewardship

Subsidiary Boards

The Subsidiary Boards operate on behalf of the Associated Students Senate and are responsible for the oversight of specific facilities, services, programs and objectives as defined by the AS Bylaws. While the University Student Union and ASI Media board of trustee (BOT) members are elected during the normal general election process, the Isabel Patterson Child Development Center BOT members are elected at a later date by the newly elected AS Senate.

I. PATTERSON CHILD DEVELOPMENT CENTER (IPCDCBOT): TRUSTEE-AT-LARGE

Position Overview

- Serves as a voting member of the Isabel Patterson Child Development Center Board of Trustees (IPCDCBOT), which is responsible for the oversight of an early childhood education and childcare program for the children of CSULB students and for the children of alumni, staff, faculty and community members as space permits. Trustees are elected by AS Senate.

Essential Duties & Responsibilities

- Read agendas, meeting minutes, and related materials in preparation for board meetings
- Formulate and recommend policies regarding all aspects of the IPCDC operations
- Recommend the annual budget of the IPCDC to the Associated Students Senate
- Review services and programming for the IPCDC
- Recommend plans for additions and/or modifications to the IPCDC facilities
- Ensure that all business conducted by the Board is carried out in the best interests of the student body as a whole
- Participate in the review and adjudication of parent grievances
- Assist in fundraising efforts for the benefit of the IPCDC

Required Meetings

- IPCDC Board of Trustees – third Friday of each month at 1 p.m.
- Subcommittee meetings (date and times vary)
- Attend ASI Leadership Retreats held in August and January; and any additional leadership trainings
- Other meetings as designated by the IPCDCBOT Chair

Typical Time Commitment

- At least 3 to 5 hours per week, which includes time spent in meetings (see above)

Preferred Skills & Abilities

- Time management; public speaking; ability to learn parliamentary procedure to participate in meetings; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; familiarity with child development and/or early childhood education, familiarity with the concept of stewardship

ASI MEDIA (ASIMBOT): TRUSTEE-AT-LARGE

Position Overview

- Serves as a voting member of the ASI Media Board of Trustees (ASIMBOT), which assists in the development and maintenance of strong, independent and responsible vehicles for free expression. The ASIMBOT works to insulate ASI student media from political and budgetary constraints on the part of organized interest groups, while ensuring that it remains accountable to the student body as a whole. Areas under the purview of the ASIMBOT include but are not be limited to editorial operations, broadcast operations and media development. Trustees are elected by AS Senate.

Essential Duties & Responsibilities

- Read agendas, meeting minutes, and related materials in preparation for board meetings
- Formulate and recommend policies regarding all aspects of ASI Media to include 22 West Media
- Review services and programming for ASI Media
- Ensure that all business conducted by the Board is carried out in the best interests of the student body

Required Meetings

- ASI Media Board of Trustees – first Friday of each month at 10 a.m.
- Subcommittee meetings (date and times vary)
- Attend ASI Leadership Retreats held in August and January; and any additional leadership trainings
- Other meetings as designated by the ASIMBOT Chair

Typical Time Commitment

- At least 3 to 5 hours per week, which includes time spent in meetings (see above).

Preferred Skills & Abilities

- Time management; public speaking; ability to learn parliamentary procedure to participate in meetings; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff, and campus administrators; familiarity with the operation of print and electronic media operations; familiarity with the concept of stewardship.

UNIVERSITY STUDENT UNION (USUBOT): TRUSTEE-AT-LARGE

Position Overview

- Serve as a voting member of the University Student Union Board of Trustees (USUBOT), which is responsible for the oversight of the facilities, services and programs of the University Student Union (USU) and Student Recreation & Wellness Center (SRWC). Trustees are elected at-large.

Essential Duties & Responsibilities

- Formulate and recommend policies regarding all aspects of USU and SRWC operations
- Recommend the annual budget of the USU to the AS Senate
- Review services and programming for the USU and SRWC
- Recommend plans for additions and/or modifications to USU and SRWC facilities
- Ensure that all business conducted by the Board is carried out in the best interests of the student body as a whole

Required Meetings

- USU Board of Trustees – first Friday of each month at 1 p.m.
- Subcommittee meetings (date and times vary)
- Attend ASI Leadership Retreats held in August and January; and any other leadership trainings
- Other meetings as designated by the USUBOT Chair

Typical Time Commitment

- At least 3 hours per week, which includes time spent in meetings (see above)

Course Credit Available

- Students wishing to receive credit for service in ASI have two options:
 1. Register at the Career Development Center for the Self-Placed Internship Program, OR
 2. Enroll in an internship or Independent Studies class through the student's academic department.Most majors offer an Internship or Independent Studies course.

Preferred Skills & Abilities

- Time management; public speaking; ability to delegate; ability to learn parliamentary procedure to run and participate in meetings; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; familiarity with college union operations; familiarity with the concept of stewardship

Other At-Large Positions

ACADEMIC SENATE: STUDENT REPRESENTATIVE

Position Overview:

- Serves as a voting member of the Academic Senate. The Academic Senate of California State University, Long Beach ensures the effective exercise of the rights, duties, privileges and responsibilities of citizenship within the University and is the official representative body responsible to and acting for its constituents. It upholds, protects and enhances all the traditional rights of faculty, staff, students and administration. It formulates educational and academic personnel policies and participates in the resource planning process and in the determination of administrative regulations and practices. It reviews policies, practices and procedures in matters of academic and professional concern and makes recommendations for implementing change.

Essential Duties & Responsibilities:

- Attend the Academic Senate retreat (fall semester).
- Read agendas, meeting minutes and related materials in preparation for board meetings.
- Review university policies presented to the Academic Senate.
- Ensure that all business conducted by the Academic Senate is carried out in the best interests of the student body.
- Report to the Associated Students Senate as needed.

Required Meetings:

- Academic Senate – second & fourth Thursday of each month from 2 to 4 p.m.
- Subcommittee Board meetings (date and times vary)
- Attend ASI Leadership Retreats held in August and January; and any other leadership trainings

Typical Time Commitment:

- Usually, 2-4 hours per week.

Course Credit Available:

- Students wishing to receive credit for service in ASI have two options:
 1. Register at the Career Development Center for the Self-Placed Internship Program, OR;
 2. Enroll in an internship or Independent Studies class through the student's academic department.Most majors offer an Internship or Independent Studies course.

Preferred Skills & Abilities:

- Public speaking, ability to learn parliamentary procedure to participate effectively in meetings, ability to interact positively and build effective working relationships with a diverse population of faculty, staff and campus administrators.