

**Associates Students, Incorporated
California State University, Stanislaus**

Board of Director for Graduate Students

Job Description Board of Directors for Graduate Students Description of Position: The ASI Board of Director of Graduate Students shall lobby for Graduate Students at California State University Stanislaus. The ASI Board of Director of Graduate Students, in compliance with ASI By-laws, shall represent Graduate and post baccalaureate students within the Associated Students and the University.

Qualifications:

- Graduate Candidates:
 - Candidates for the position of ASI Board of Director of Graduate Students must earn 6 units per semester of continuous attendance as a new graduate student.
 - Graduate candidates who have received a bachelor degree or credential during the previous three years must have earned 12 units during their last undergraduate term.
 - Graduate candidates must maintain 3 units while running and not be probation (academic or disciplinary) of any kind.
- Graduate Incumbents:
 - Graduate and post baccalaureate incumbents must earn a minimum 3 semester units of academic credit with a GPA of 3.0 or higher.
 - Graduate students must not exceed 50 units in academic coursework. If coursework exceeds 50 units, the student will no longer be eligible for ASI Board of Directors.
 - Graduate candidates must not be on probation (academic or disciplinary) of any kind.

Specialized Qualifications:

- Shall be enrolled in a Graduate Program during his/her term in office.

Tenure and Terms:

- The ASI Board of Director of Graduate Students shall hold office for one year. Such term will begin 12:00 noon on the first day of June and conclude at 12:00 noon on the first day of June the following year.

Duties and Responsibilities:

- The position of ASI Board of Director of Graduate Studies' duties and responsibilities shall include, but are not limited to the following:
 - Shall lobby for the rights of graduate students.
 - Shall maintain a minimum of three set office hours a week.
 - Shall attend an orientation given by the ASI Director.
 - Shall review and have knowledge of all the material contained within the ASI Board of Directors Binder.
 - Shall attend scheduled meeting of the ASI Board of Directors held from 5:00 p.m. to adjournment on Tuesdays at a designated location. (Classes and work shall be planned accordingly).
 - Shall notify the Chair and Rules Committee Chair in advance, in the event of an absence from a scheduled Board of Directors meeting and Standing Committee Meetings.
 - Shall review all minutes and attached documents prior to all meetings.
 - Shall keep up with current issues.
 - Shall meet with the Dean of Graduate Studies monthly, or as needed.

- Shall serve on at least one of the following ASI Standing Committees: Rules Committee, Elections Committee or Budget Committee.
- Shall serve on a minimum of three campus-wide committees. The committees shall be Graduate Committees, unless a seat on a Graduate Committee is not available.
- Shall have the power to bring forth a nomination for any unfulfilled Board of Directors Seat in the event that a position is unfilled after 30 days of vacancy.
- Shall have all powers and duties as outlined in the ASI Constitution.
- Shall be subject to the Point System as outlined in Section 5.0 of the ASI by-laws.

**Amended by the ASI Board of Directors March 8, 2011