

## Associated Students, Inc. (ASI) Vice President

**Mission Statement:** The Associated Students, Inc. (ASI) of California State University, Stanislaus is the official voice of the students. As a not-for-profit organization, our mission is to provide and fund a wide range of high-quality programs and services to support student life, student success and instill a sense of campus pride. ASI provides resources and programs that encourage leadership development as well as broaden social, educational, political, and emotional growth.

**Description of Position:** The ASI Vice President, in compliance with the ASI By-laws, shall represent and advocate for all students and Associated Students, Inc. at Stanislaus State.

**Eligibility:** Undergraduate and/or Graduate Candidates refer to the ASI Election Code for unit and GPA requirements. To be ASI Vice President you must have served one semester as a member of the ASI Board of Directors. In the event that a candidate does not meet the minimum qualification of having one semester served on the ASI Board of Directors, candidate may appeal to the ASI Elections Committee. The Election Committee will take the following into account during the interview:

- Knowledge of Associated Students, Inc.
- Knowledge of current events in regards to higher education
- Political system and Administration at Stanislaus State
- Campus current events

**Tenure and Terms:** The ASI Vice President shall hold office for one year. Such term will begin 12:01pm 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 Vice President duties and responsibilities shall include, but not limited to the following:

- Shall maintain a minimum of 15-20 office hours a week, 15 hours of which must be posted.
- Shall report directly to the ASI President. Additionally, the Vice President shall assume such roles and responsibilities as delegated by the President.
- Shall perform the duties of the ASI President in the President's absence and in case of vacancy of that office shall succeed to the office of President.
- Create and post all meeting agendas and minutes in compliance with the Gloria Romero act.
- Chair the ASI Board Directors Meeting
- Shall be familiar with parliamentary procedures as defined in Robert's Rules of Order
- Review minutes to ensure meeting discussion is portrayed adequately.
- Co-chair the joint ASI & SC Judicial Committee in conjunction with the SC Vice Chair and make reports to the Board of Directors on the status of points.
- Co-chair the joint ASI & SC Policy Committee in conjunction with the SC Vice Chair.
- Appoint students on to University committees.
- Track University committee meeting dates and times, to ensure attendance of Directors and reports are submitted.

- Appoint ASI Board of Directors members to all internal committees.
- Plan all ASI Board of Director retreats in conjunction with the SC Vice Chair and Advisors
- Shall attend summer and winter retreat, trainings, and workshops.



- Shall attend scheduled meetings of the ASI Board of Director held form 4:30 p.m. to adjournment on Tuesdays. (Classes and work shall be planned accordingly).
- Shall review all attachment documents prior to all meetings.
- Shall serve on a minimum of five University committees.
- Shall be actively involved in ASI Student Government programs, events, and/or campaigns.
- Shall have all powers and duties as outlined in the ASI Bylaws.
- Shall be subject to the Point System.