



## ASI Executive Director Strategic Project and Task List September 2018

### Project and Task List:

- Support management of College Reps, Reps-at-Large, Associate Justices, and Cabinet of Commissioners.
- Set up regular Executive Officer Strategic Planning meetings
  - Assist Executive Officers with agenda development, updating and posting supporting documents
  - Ensure the successful development and implementation of the ASI Strategic Plan for 2018-23.
- Manage application collection, distribution, and posting on website
- Manage eligibility submission on a biweekly and semester schedule
- Develop Implementation Plan and Management Responses regarding Internal Audit with ASI Staff
- Policy Updates – Make approved cosmetic and position changes approved by the BOD.
  - Administrative
  - Personnel
  - Finance Committee
  - Judicial
- Clarified University President Designee assignments to ASI Committees with University President Designee
- Grants & Donations – Develop memo requesting ASI's ability to accept and manage grants and donations with University support and guidance.
  - Once University approval is secured, work with the VPF to develop the grant & donation initiative game plan.
- Assist VPF with Alternative Funding and Referendum Ad Hoc Committee
  - Incorporate Referendum budget projections into new budget format
  - fee indexing projections of student body fee,
  - Referendum/Fee Indexing Marketing Game Plan
  - New Initiative Development to offer if fee is indexed/increased
    - 3&9 budget review development
    - Schedule representative to educate Finance Committee regarding the VEBA Trust.
- Biweekly Ad Hoc Committee support
  - Assist with updating the GIA Payment Process and Accountability Oversight (Dena)



- Ensure 5<sup>th</sup> 10<sup>th</sup> and 15<sup>th</sup> week GIA payments are on time (Dena)
- Strategic Planning Committee
  - Support the communication between the SPC Consultant, committee members, and the Board of Directors
- Ensure the history of ASI is recorded and maintained
- Ensure collaboration with new member orientation with Elections and Orientation Commissioner is managed well
- Develop a Roberts Rule Certification Process for JRC and ASI Members
- Oversee the review of every ASI Policy and make recommended suggestions
- Ensure ASI complies with Gloria Romero Act
- Support Associate Justice team with grievances
- Attend Student Life Council meeting – biweekly
- Fulltime Staff Meetings – biweekly
- All ASI Staff Meetings (lead by Dena)
- Manage eligibility check; follow up, student counseling, paperwork, etc.
- Process benefits and payroll for fulltime and student assistant staff
- Update Annual Calendar of Meetings
- Review and sign all RPP's and Travel Requests
- Review month ticket sales reconciliation (provided by Dena)
- Club Funding Payment Review