



Procedure No: <b>AP__</b>	Title <b>POSITION DESCRIPTIONS</b>	Date Introduced:
Revision: <b>0.0</b>	Areas Affected: <b>VPA, Cabinet of Commissioners</b>	Date Approved:
Date Effective:	Prepared By: <b>Bylaws and Codes of Procedure</b>	Supercedes:

**Policy:** Supervising members shall review and prepare, by the end of their term, position descriptions for consistency with actual duties, and suggest any changes to the VPA for approval.

**Purpose:** To provide the methods for the preparation and formatting of position descriptions for all ASI appointed and elected positions.

**Scope:** This procedure applies to all supervising members of ASI and the Elections and Outreach Commissioner.

**Responsibilities:** Supervising Members are responsible for creating and maintaining position descriptions for their Direct Reports.  
 The Vice President for Administration is responsible for reviewing draft job descriptions and proposed changes to existing job descriptions.  
 The ASI President is responsible for reviewing approved changes to all job descriptions.

**Definitions:** A Supervising Member is defined as any ASI member who oversees other ASI members.  
 A Direct Report is any ASI member who reports to a supervising member.

**Procedure:**

**1. Position Description Preparation**

- 1.1. Supervising Members shall be responsible for initiating drafts of new position descriptions, or changing existing position descriptions.
- 1.2. position descriptions shall be current and shall accurately represent the position and needs of ASI as a whole. position descriptions shall be updated whenever the duties of a new position is created, duties are reassigned, the structure of the organization changes, or when any other situation arises that might make a position description inaccurate.
- 1.3. position descriptions shall reflect the needs of the position as envisioned by the Supervising Member. Supervising members should not take position descriptions as binding policy, instead modifying position descriptions as the needs of the position, Supervising Member, and organization change.



1.4. Supervising Members shall, in addition to changes made during the course of normal duties, review the position descriptions of all their direct reports by the end of their term, and make recommendations on how to make position descriptions more consistent with the actual duties and requirements of the position.

## 2. Changes to Position Descriptions

2.1. Supervising Members shall submit all proposed changes to position descriptions to the Vice President for Administration for review and approval.

2.1.1. The Vice President for Administration may opt not to approve the proposed changes. If so, they shall return the document to the Supervising Member with recommendations for remedial action.

2.2. Should the Vice President for Administration approve the changes to the position description, it shall be provisionally issued, and the changes transmitted to the Direct Report, the ASI President, and the ASI Board of Directors.

2.3. The Board of Directors or ASI President may overturn changes to a position description. If either party opts to overturn changes to a position description, they shall return the document to the Vice President for Administration.

2.3.1. Should the position description remain in effect for two business weeks without being overturned, the description shall be considered issued, and may not be overturned or modified except by the procedure outlined in this document.

## 3. Issuing Position Descriptions

3.1. Supervising Members shall be responsible for ensuring that position descriptions are promptly issued to the direct reports whose areas they affect.

3.2. The Vice President for Administration shall be responsible for ensuring that all position descriptions posted on the website or elsewhere are current and accurately reflect any approved changes.

3.3. The Elections and Outreach Commissioner shall be responsible for ensuring that position descriptions are included in all election application materials, with the goal of ensuring that individuals running for a position are well informed about what that position actually entails.