



## ASI CHIEF OF STAFF

**Reports To:** ASI President

**Advised by:** Executive Director

### POSITION SUMMARY

The Chief of Staff serves as an executive officer in the Associated Students, Incorporated (ASI) and serves as a voting member of the Board of Directors (BOD). The Chief of Staff assists the President in leading the team of student leaders, provides clear communication, and works to unite ASI with other departments and the University Administration. This position is responsible for managing the accountability process and Grant-in-Aid payments to all elected and appointed ASI members. The Chief of Staff manages the minutes of the ASI Board of Directors and catalogues ASI public documents and articles, with support from the ASI staff.

### REQUIREMENTS

- One-on-one meetings with ASI President, ASI Executive Director
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 10 consecutive working days at a time (including breaks)
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- ASI executive officers are required to chair ASI committees and serve as student representatives on various University committees (see details below) which requires several hours each week
- Schedule four "engagement hours" each week that may include meeting with students, faculty, staff, working events, or making presentations about ASI
- All ASI student leaders must check email daily and be reachable by phone during business hours throughout their term in office

### TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year. ASI executive officer positions are essential roles in the direction and financial oversight of ASI and are required to be available to respond to business matters every day ASI is open, which includes breaks when the campus is open as well as some weekends.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Attends all ASI Board Meetings
- Ensures the accuracy of the BOD minutes prior to submission for approval by the BOD



- Oversees accountability and quality control of ASI BOD Appointment & Interview Process and committee appointments
- Keeps a catalogue of all newspaper articles and pictures relating to the ASI and compile files of all ASI BOD events and activities
- Distributes and posts meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000
- Forwards resolutions that have been signed by the ASI President to all parties addressed
- Processes Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF
- Keeps official record of the attendance of ASI members for all required committee meetings to ensure accountability

### COMMITTEE INVOLVEMENT

- Voting member and serves as the recording secretary for the BOD meetings and takes roll call. The purpose and function of the Board of Directors (BOD) shall be to act as a governing body for ASI, be a steward to the student funds, and serve as a learning laboratory for student leadership. For more information about the BOD visit: <https://asicalstatela.org/committee/asi-board-directors>,
- Voting member of the Executive Committee and coordinates the information, programs, projects, and problems to be considered by the ASI BOD. This body shall also provide general policy guidelines, and make specific policy decisions, in place of the entire BOD only when the BOD cannot be called together to act on an emergency matter. For more information about the Executive Committee visit: <https://asicalstatela.org/committee/executive-committee>
- Voting member of the Personnel and Finance Committees

### SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

### GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.