**VP for External Affairs and Advancement**

 ***Task* *Log***

**Name:**

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| **Task** | **Scheduled** | ***Met*** | **Intended Outcomes** | ***Outcomes Met*** |
| Establish priorities and create a quarter timeline |  |  |  |  |
| Create, maintain & assess a weekly project list and meetings |  |  |  |  |
| Set consistent meetings w/ the Exec Dir. to discuss progress, updates, initiatives, & support |  |  |  |  |
| Timely create,& post Shared Governance meetings’ agendas  |  |  |  |  |
| Schedule consistent check-in meetings with Academic Senators |  |  |  |  |
| Interview & recommend candidates to most internal & external committees |  |  |  |  |
| Track & maintain Committees appointees list—post-it online  |  |  |  |  |
| Consolidate committee reports & present findings to BOD, & other appropriate groups |  |  |  |  |
| Establish ways to disseminate information from committees to students  |  |  |  |  |
| Maintain communication with the Academic Senate |  |  |  |  |
| Attend the Exec, Personnel, Finance, & B.O.D. meetings |  |  |  |  |
| Organize & create a transition folder |  |  |  |  |
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**Position Title: VP for External Affairs and Advancement Reports To: The A.S.I. President**

#### SUMMARY:

The VP for External Affairs and Advancement serves as an executive officer on the Associated Students, Incorporated (A.S.I.) Board of Directors (B.O.D.) and is responsible for serving as one of two primary representatives for the Associated Students, Inc. (A.S.I.) before the California State Students Association (CSSA), boards, commissions, and other policymaking groups of the California State University, the State of California, and other entities as appropriate.

#### 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 A.S.I. policies and bylaws

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to meeting and maintaining Cal State L.A. academic standards, the following reflects Associated Students, Inc. definition of essential functions for this position but does not restrict the tasks that may be assigned or expected. A.S.I.'s President or B.O.D. may delegate additional duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

* Attends all B.O.D. meetings from 3:30 – 6:00 PM every other Thursday
* Attends and votes on behalf and Cal State L.A. A.S.I. at all California State Student Association (CSSA) Meetings when issues the proxy by the A.S.I. President
* Provides monthly reports to the B.O.D. on CSSA, state and national issues, as well as legislative issues affecting students
* Serves as Chair of the Legislative Affairs & Advocacy Committee and Lobby Corp Advocacy activities. Shall regularly report on the status of their work which includes but is not limited to:
	+ Provide the A.S.I. Office Manager of Administration & Services with all original minutes
* Attends all external affairs meetings to carry out any external affairs work delegated or acquired at CSSA
* Assists with the organization and planning of hosting of CSSA plenary meeting at Cal State L.A. for one weekend out of the year if the B.O.D. members choose to bid for the hosting of the event
* Sits on five (5) A.S.I. standing committees and one (1) university committee and must be available:
	+ Shared Governance Committee Meetings from 3:30 – 5:30 PM three – four Thursday per quarter
	+ Executive Committee and Strategic Planning Committee from 3:30 – 6:00 PM on Tuesdays,
	+ A.S.I. Finance Committee Meetings from noon – 2:00 PM every other Friday
* Shall be responsible for coordinating a voter registration drive though out the fall for November elections and in each quarter.
* Shall keep the B.O.D. informed and do research regarding legislative action and campus opinion.
* Shall manage the creation, review, and approval process of Resolution Creation.
* Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
* Shall be responsible for coordinating students to meet with legislators in the Assembly and the Senate each year.
* Shall be responsible for coordinating “Get out the Vote” drives each quarter there is an election.
* Shall act as a legislative liaison to the media, and provide all relevant materials to be published to better inform the student population.
* Shall recruit and facilitate the placement of students on state-wide committees.
* Shall organize and facilitate participation in the annual C.S.S.A. California Higher Education Student Summit (C.H.E.S.S.).

**Representatives-at-Large *Task* *Log***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Task** | **Scheduled** | ***Met*** | **Intended Outcomes** | ***Outcomes Met*** |
| Create “my role and scope” pitch slogan |  |  |  |  |
| Meet w/ your direct report |  |  |  |  |
| Schedule meetings with respective dept./ administrators |  |  |  |  |
| Brainstorm Initiatives and projects |  |  |  |  |
| Establish priorities and create a quarter timeline |  |  |  |  |
| Brainstorm programs and events |  |  |  |  |
| Record/Report on student issues/ interests in BOD |  |  |  |  |
| Table—share/gather information w/ students |  |  |  |  |
| Volunteer to help with A.S.I. events |  |  |  |  |
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