



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI PRESIDENT

Reports To: ASI Board of Directors (BOD)

### POSITION SUMMARY

The President is the chief executive officer of ASI and is responsible for ensuring the smooth operation, accountability, and representation of the Board of Directors (BOD) by providing strategic direction on student-related issues, policies, and services that affect Cal State LA students and by representing the BOD. In addition, the President provides guidance and ensures focus on the goals of the BOD as developed during the ASI Retreat and maintains a close working relationship with the Executive Director for guidance and support.

### 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

### 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 the BOD may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Chairs all ASI Board Meetings
- Masters parliamentary procedure to facilitate and chair ASI Board meetings
- Performs all duties of the Chairperson according to Robert's Rules and the ASI bylaws
- Sits on five (5) ASI standing committees and one (1) university committee and must be available for meetings of the ASI Shared Governance Committee, Personnel Committee, Executive Committee, Strategic Planning Committee, and Finance Committee Meetings
- Appoints student representatives, with the approval of a majority vote of the BOD, to the following:
  - Instructionally Related Activities Board
  - CSULA Foundation
  - University Auxiliary Services, Inc. (UAS)
- Serves as a student member of the University Resource Allocation Advisory Committee
- Exercises general supervision of the business of the BOD
- Serves as the Chair of the BOD, Executive Committee, the first Personnel Committee, the first Strategic Planning Committee meeting, and shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or the bylaws, or as may be prescribed by the Chair and/or the BOD



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- Provides leadership and guidance to College Representatives through regular meetings
- Serve as an advisor member on the U-SU Board and UAS Board
- Represents the ASI before boards, commissions, and other policymaking groups on and off campus of the Cal State LA, and other entities as appropriate
- Advocates the student perspective on issues that affect the quality of student life, including the quality of education, student rights, student life, and campus issues
- Serves as a liaison between the BOD and the Cal State LA President and Administration
- In conjunction with the Executive Director and ASI Staff, gains a solid understanding of the powers and limitations of ASI through researching executive orders, auxiliary policies, state mandates, and other relevant codes
- Attends the Student Fee Advisory Committee meetings
- Keeps current on changes to the state budget which affect CSU students such as fee increases and cuts to outreach programs
- Interprets past ASI BOD actions, and researches former referendums to advise and to have a strong depth of knowledge when making Board decisions
- Identifies possible resources and establishes and maintains working relationships with administration, faculty, and staff
- Maintains constant communication with all of the Board members to help them to define and achieve the objectives developed by the current BOD
- Provides signature approval on all ASI financial expenditures and budgets

### PROFESSIONAL STAFF SUPPORT

#### Executive Director and the Assistant to the Executive Director:

- Signs and reviews contracts, agreements and outgoing payments
- Advises on and ensures legal and administrative compliance and ASI funding guidelines
- Serves as an ASI liaison to University Administration
- Advises on ASI investments and policy
- Manages ASI risk, assets, payroll and employee benefits
- Advises on the GIA allotment and distribution process
- Assists the with the orientation of BOD appointees with support of the ASI President Administrative Assistant (pending future conversations)
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, reports posting etc.)
- Assists with the strengthening of Universities perception and understanding of ASI's essential function
- Provides administrative support to the BOD
  - Meeting agenda development and posting on the website
  - Creation of Annual Agenda that complements the Strategic Plan
- Assists in the management and assessment of special projects and initiatives generated by the BOD.

#### Director of Government Affairs & Leadership Programs:

- Coordinates summer and ongoing training opportunities
- Assists with the fluid communication between ASI and the campus community
- Assists in identifying new and creative ways to recruit ASI students to fill committees
- Assists with strengthening the relationship between all areas of ASI



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Senior Coordinator of Student Engagement & Outreach:

- Supports the recruitment of potential student committee members

Graphics & Marketing Coordinator:

- Develops marketing and promotion campaigns for and in concert with the BOD

Office Manager:

- Manages the administration of Grant-in-Aid for the BOD

**BOARD OF DIRECTORS**

The purposes and function of the Board of Directors (BOD) shall be to act as a governing board for the 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>

**EXECUTIVE COMMITTEE**

The Executive Committee 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>

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