



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI SECRETARY/TREASURER (S/T)

Reports To: ASI President

#### POSITION SUMMARY

The Secretary/Treasurer (S/T) serves as an executive officer in the Associated Students, Incorporated (ASI) and is responsible for managing the accountability process and Grant-in-Aid payments to all elected and appointed ASI members. The S/T manages the minutes of the ASI Board of Directors and catalogues ASI public documents and articles. Additionally, the S/T directs the ASI member orientation process and publishes member office hours on a bi-annual basis.

#### 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 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
- 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, and Strategic Planning Committee, Finance Committee, and the ASI Workflow and Biweekly Ad Hoc Committee
- Keeps a catalogue of all newspaper articles and pictures relating to the ASI and compile files of all ASI BOD events and activities
- Conducts an orientation for all members (ASI and committee) appointed or assigned by the BOD
- Maintains a list of all ASI member office hours
- Distributes and posts meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000



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- 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

### PROFESSIONAL STAFF SUPPORT

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

- Assists the with the orientation/incorporation of ASI and committee appointees
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, web content, etc.)
- 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
- Advises on the GIA allotment and distribution process

#### Office Manager:

- Directs the S/T's use of signature authority
- Manages the administration of Grant-in-Aid

### WORKFLOW AND BIWEEKLY AD HOC COMMITTEE

The charge of this committee is to research, identify, and present viable recommendations and funding alternatives regarding streamlining the biweekly, state of affairs, and transitional folder submission process. This body also assesses workflow requirements, reporting processes, and compensation metrics. For more information about the committee visit: <https://asicalstatela.org/committee/asi-workflow-and-biweekly-ad-hoc-committee>

### STRATEGIC PLANNING COMMITTEE

The committee assists the BOD in recommending goals, based upon the above strategic plans, to the BOD. This body is also responsible for periodically reassessing the ASI Purpose and Vision Statement, analyzing the ASI climate, and creating, reevaluating, and modifying the organization's short-term and long-term plans. For more information about the committee visit: <https://asicalstatela.org/committee/asi-strategic-planning-committee>

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