



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

ASI VICE PRESIDENT FOR EXTERNAL AFFAIRS & ADVANCEMENT (VPEAA)

Reports To: ASI President

POSITION SUMMARY

The VP for External Affairs and Advancement (VPEAA) serves as an executive officer on the Associated Students, Incorporated (ASI) Board of Directors (BOD) and is responsible for serving as one of two primary representatives for ASI 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 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 BOD meetings
- Attends and votes on behalf of ASI at all CSSA meetings when issued as proxy by the ASI President
- Provides monthly reports to the BOD on CSSA, state and national issues, as well as legislative issues affecting students
- Serves as Chair of the Legislative Affairs & Advocacy Committee (LAAC) and manages Lobby Corps advocacy activities
- Provides the ASI Office Manager with all original minutes from all LAAC meetings
- 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 LA for one weekend out of the year, if the BOD members choose to bid for the hosting of the event
- Sits on five (5) ASI standing committees and one (1) university committee and must be available for meetings of the ASI Shared Governance Committee, Executive Committee, Strategic Planning Committee, and Finance Committee
- Coordinates a voter registration drive though out the fall for November elections
- Keeps the BOD informed and does research regarding legislative action and campus opinions



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- Manages the creation, review, and approval process of creating ASI Resolutions
- Establishes contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues
- Coordinates student meetings with legislators in the Assembly and the Senate
- Coordinates “Get out the Vote” drives each semester there is an election
- Acts as a legislative liaison to the media, and provides all relevant policy resource materials to the student population
- Recruits and facilitates the placement of students on state-wide committees
- Organizes participation in the annual CSSA California Higher Education Student Summit (CHES)

PROFESSIONAL STAFF SUPPORT

Executive Director and the Assistant to the Executive Director:

- Assists the with the orientation/incorporation of LAAC and Lobby Corps appointees
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, web content, etc.)
- Expands and strengthens the University’s perception/understanding of the LAAC and Lobby Corps’ function

Director of Government Affairs & Leadership Programs:

- Coordinates training and professional development opportunities
- Strengthens communication between ASI and the areas the COC supports/represents
- Helps identify new and creative student outreach opportunities
- Reinforces the relationship between the LAAC, Lobby Corps, and the ASI Board of Directors
- Provides administrative support to the Cabinets/Committees the VPEAA Chairs
- Assists with LAAC agenda development and posting
- Supports an Annual LAAC Agenda that complements the ASI Strategic Plan
- Assists with the management/assessment of LAAC (and individual members) projects
- Supports LAAC and Lobby Corps budget development and tracking

Senior Coordinator of Student Engagement & Outreach:

- Assists in the management of the ASI General Election
- Supports the recruitment and development of Lobby Corps volunteers

Graphics & Marketing Coordinator:

- Gains VPEAA feedback regarding ASI Lobby Corps branded giveaways and merchandise
- Develops marketing and promotion campaigns for and in concert with the VPEAA

Office Manager:

- Manages the administration of Grant-in-Aid
- Prepares and submits travel requests



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THE LEGISLATIVE AFFAIRS AND ADVOCACY COMMITTEE

The committee reviews, researches and makes recommendations on legislation at the local, state, and national level. Additionally, this body creates a public policy priority list and recommends action to the BOD. The committee creates a plan to manage the ASI Legislative Agenda and coordinates the ASI Lobby Corps efforts. For more information about the LAAC visit: <https://asicalstatela.org/committee/legislative-affairs-advocacy-committee>

ASI LOBBY CORPS

Lobby Corps is a network of organized students from across the CSU system charged with maintaining student representation and advocacy in the State Legislature and at CSU Board of Trustees meetings. The Lobby Corps is responsible for disseminating information to students and coordinating its efforts with the California State Student Association (CSSA) and provides students with the necessary skills, knowledge and experience to advocate for students issues on campus and at the local, state, and national level. For more information about Lobby Corps visit: <https://asicalstatela.org/get-involved/shared-governance/asi-lobby-corps>

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