



ASSOCIATED STUDENTS, INCORPORATED

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

ASI Officer Performance Expectations & Management Procedure

Policy 025

1.0 PURPOSE:

To develop leadership and accountability through the process of performance feedback and review within ASI To also establish procedures to fairly manage the performance review of elected or appointed student officers.

2.0 REFERENCES:

- ASI Bylaws
- ASI Codes of Procedures
- ASI Application Overviews & Position Descriptions
- ASI Attendance & Absenteeism Policy
- ASI Ethics Policy

3.0 POLICY REGARDING PERFORMANCE EXPECTATION AND MANAGEMENT

3.1 Member Performance Management Training

3.1.1 ASI elected and appointed members are required to participate in summer trainings, orientations, and meetings once their term or appointment begins the first day of the Summer Intersession. These trainings will orientate members regarding the purpose of the organization and how their position and specific responsibilities are essential to the organizations success,

3.1.1.1 Summer Meetings & Leadership Trainings

3.1.1.1.1 A summer meeting and training schedule will be shared at the new member orientation after the election. Full participation is required.

3.1.1.2 Mid-Year Training

3.1.1.2.1 The Mid-Year Training Meeting occurs the weekend prior to the beginning of the spring semester.

3.1.1.3 Member Orientation

3.1.1.3.1 Once appointed to a major position or committee appointees are required to participate in an ASI Orientation organized by the Election and Orientation Commissioner and Secretary Treasurer.

3.1.1.4 Regular Direct Report Meetings

3.1.1.4.1 A regular meeting between the Direct Report and respective ASI Member must be set one week after appointment. The meeting



frequency will be determined at the first meeting but must/should happen at least once a month.

3.1.1.4.2 A meeting status report will be filled out and signed by each in attendance.

3.2 Meeting and Training Attendance Expectations

3.2.1 Members attendance is an essential requirement of each position to ensure the governance of the corporation. Attendance will be tracked by the Secretary Treasurer and reported to the Executive Committee on a biweekly basis.

3.2.2 Attendance at leadership trainings will be equal to the value of a biweekly report during a given GIA Payment window.

3.2.3 Request to miss a meeting or training must be provided in advance to the ASI President or committee chairperson, committee recording secretary, Secretary Treasurer, along with cc'ing the Executive Director and ASI support staff.

3.2.4 If a training is excused the member must schedule a makeup session to earn the value of the missed training.

3.3 Bi-weekly Report, Meeting Status Report, and State of Affairs Reports

3.3.1 ASI Members will submit regular meeting status reports documenting the scope of their work and progress towards accomplishing sort and long-term goals based on the GIA payment schedule.

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3.4 **Meeting Behavior**

3.4.1 Use of electronic devices should be limited to committee items or in case of emergencies.

3.4.2 Committee Members should review supplementary documents in advance and arrive prepared for meetings

3.4.3 Chairs should prepare Agendas for their Committee Meetings at least 72 hours in advance and prepare supplementary documents at least 24 hours in advance

3.4.4 Be in your seats during the assigned start time of the committee. Committee Members who arrive late/ miss a committee member must notify the committee chair at least 24 hours in advance to constitute an "excused" designation. The only exception is medical and family emergencies.

3.4.5 Committee members are expected to engage and contribute during the meetings.

3.5 **Office Usage**

The ASI office is a professional environment, and in order to maintain such a classification, ASI members must follow the guidelines provided below.

3.5.1 ASI members are not allowed to sleep and speak foully in the common area of the ASI office.

3.5.2 ASI members must handle ASI Property with care.

3.5.3 ASI members are responsible for cleaning up after themselves after using the ASI Office

3.5.4 ASI members are allowed to use the office printer primarily for ASI business. ASI members must use their own printing code. ASI members are responsible for attaining their own printing code from the ASI Office Manager

3.5.5 To ensure fairness and the integrity of the ASI General Election process, access to the ASI Office is limited during election season to comply with the Elections Committee Code of Procedures Policy 004.



4.0 POLICY & PROCES REGRDING PERFORMANCE REVIEW AND REMOVAL

4.1 Any appointed or elected ASI members may be subject to a performance review, probation, or removal from office for failure to judiciously complete assigned duties outlined in position descriptions, ASI Policies and specific Codes of Procedures.

4.2 Per policy 020, the performance review or removal process shall begin at the Direct Report level and be reviewed at the Executive Committee level and shall follow the process outlined below:

Policy History:

- Approved: 05/10/18

