



ASI CHIEF OF STAFF (COS)

Reports To: ASI President
Advised by: Executive Director or designee

POSITION SUMMARY

The Chief of Staff serves as an executive officer in the Associated Students, Incorporated (ASI) and serves as a voting member of the Board of Directors (BOD). The Chief of Staff assists the President in leading the team of student leaders, provides clear communication, and works to unite ASI with other departments and the University Administration. This position is responsible for managing the accountability process and Grant-in-Aid payments to all elected and appointed ASI members. The Chief of Staff manages the minutes of the ASI Board of Directors and catalogues ASI public documents and articles, with support from the ASI staff.

REQUIREMENTS

- One-on-one meetings with ASI President, ASI Executive Director or designee
- One-on-one meetings with the college representatives
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 10 consecutive working days at a time (including breaks)
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- ASI executive officers are required to chair ASI committees and serve as student representatives on various University committees (see details below) which requires several hours each week
- Schedule four "engagement hours" each week that may include meeting with students, faculty, staff, working events, or making presentations about ASI
- All ASI student leaders must check email daily and be reachable by phone during business hours throughout their term in office

TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year. ASI executive officer positions are essential roles in the direction and financial oversight of ASI and are required to be available to respond to business matters every day ASI is open, which includes breaks when the campus is open as well as some weekends.

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 and steps in as Chair if the President is not able to preside over the meeting
- Shall serve as the ASI President's primary liaison/designee unless otherwise assigned by the ASI President
- 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
- **Accountability Oversight:**
 - Monitor and evaluate the performance of board members and organizational units.
 - Alongside the ASI President, develop and implement policies to ensure accountability and compliance with ASI Policy.
- **Performance Management:**
 - Identify performance issues and areas for improvement within the Board .
 - Collaborate with the ASI President to address performance concerns through structured feedback and support.
- **Issuance of Performance Warning Letters:**
 - Draft performance warning letters for board members exhibiting non-compliance or performance concerns.
 - Review and refine the content of warning letters with the ASI President to ensure clarity and consistency.
 - Deliver warning letters to the relevant board members, ensuring all communications are documented and retained for records.
- **Collaboration with the ASI President:**
 - Work closely with the ASI President to align strategies for performance management and accountability.
 - Attend regular meetings with the ASI President to discuss ongoing performance issues and develop action plans.
 - Support the ASI President in communicating performance expectations and consequences to the board.
- **Reporting and Documentation:**
 - Maintain accurate and confidential records of all performance warning letters and related communications.
 - Prepare regular reports on accountability and performance management activities for review by the ASI President and the Board of Directors.
 - Ensure that all documentation complies with ASI Policy and legal requirements, in collaboration with ASI staff.
 - Keeps a catalogue of all newspaper articles and pictures relating to the ASI and compile files of all ASI BOD events and activities
 - Distributes and posts meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000
 - Forwards resolutions that have been signed by the ASI President to all parties addressed



- Processes Grant-In-Aid requests with review and approval from the appropriate Executive Cabinet members
- Keeps official record of the attendance of ASI members for all required committee meetings to ensure accountability

COMMITTEE INVOLVEMENT

- Serves as the Chair of the ASI Personnel Committee that meets monthly
- Serves as the Vice Chair of the Board of Directors (BOD) and recording Secretary. The purpose and function of the BOD shall be to act as a governing body for 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>,
- Voting member of the Executive Committee and 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>
- Voting member of the Finance Committee
- Voting member of the Cabinet of College Representatives

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

GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.

Approved by the ASI Board of Directors - July 18, 2024