



**ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS**

Summary of Duties and Responsibilities

Executive Officers

Positions:

President & CEO, Vice President of Finance & Operations, Vice President of Student & University Affairs, and Chair & Chief of Staff

Duties and Responsibilities:

- In consultation with ASI professional staff, hold responsibility of carrying out the operations and management of the Corporation and the acts of the ASI Board of Directors.
- Empowered to make day-to-day decisions concerning the operation of the Corporation.
- Serve as a member to all applicable Boards, Organizations, Councils and Committees of the Corporation and University.
- Chair specific ASI committee meetings.
- Monitor specific budget area in consultation with ASI professional staff.
- Attend and participate in ASI programs and events as well as other University events.
- Attend Executive Committee meetings.
- Attend ASI Board of Directors' meetings.
- Serve up to twenty office hours during the Fall and Spring semesters. The hours may be served in the ASI Board of Directors' office, on committees, attending ASI and other campus events, and attending all position pertinent meetings.
- Serve up to fifteen (15) office hours during the Summer session. Must be available during the summer for on-boarding, training, and orientations.

Please visit the ASI Elections webpage for more specific details on position descriptions in the ASI Bylaws:

<https://www.csusm.edu/asi/vote/>



Summary of Duties and Responsibilities

College and Student at Large Representatives

Duties and Responsibilities:

- Represent constituents' views, issues and concerns. A College Representative will serve those in their own college (CoBA, CSTEM, CHABSS, CEHHS).
- Sustainability Representative will serve all students at CSUSM committing to creating a sustainable campus environment.
- Diversity, Equity, & Inclusion Representatives will serve all students at CSUSM committing to advocacy and education on issues and needs of underrepresented and underserved campus communities.
- Complete outreach to constituents and bring any concerns to the full ASI Board of Directors for discussion.
- Meet with College Deans and/or appropriate University administration
- Create events and/or programs for constituents
- Monitor representative budget area in consultation with ASI professional staff.
- Attend and participate in ASI programs and events as well as other University events.
- Serve on ASI and University committees.
- Attend ASI Board of Directors' meetings.
- Serve ten (10) hours (at least two hours in the ASI Board of Directors office and at least three hours to be served on committees, representation tasks, and attending ASI and other campus events).

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