

POSITION DESCRIPTION

Position Title: Executive Vice President

Employment Status: Elected/Appointed Student Representative

Hours Per Week: 20 hours

Description: The Associated Students, Inc. Executive Vice President serves as the Secretary of the corporation. This position ensures documentation of Board of Directors (BoD) meeting materials, committee assignments, and vacancies. This position also serves as a delegate on behalf of the ASI President.

Job Duties & Responsibilities

- Serve as a student representative to the Student Union Board of Directors or appoint a designee.
- Serve as the Secretary of the Corporation as defined by the Articles of Incorporation and be responsible for:
 - ensuring Board of Directors' minutes are accurate and sign the completed minutes.
 - recording vacancies, absences, committee assignments, and changes in elected or appointed positions. This responsibility shall be completed in a report to the ASI BoD.
- Serve as a voting member and secretary of the ASI Finance Committee.
- Serve as a Special Advisor to the ASI BoD.
- Lead efforts in appointing all student representatives to university campus wide committees.
- Chair the ASI Personnel Committee
- Assume the office of President in the event of vacancy and shall serve as the Chair Pro Tem of the ASI BoD.
- Submit and present written reports to the ASI BoD on the activities of campus-wide, and other university committees to the ASI BoD, as well as notify the ASI BoD in the event of any vacancies as they occur at each regularly scheduled meeting.
- Serve as a delegate on behalf of the ASI President on campus-wide boards or committees when needed.

Minimum Requirements

- Attend all regularly scheduled Board of Directors meetings
- Adhere to all requirements in the ASI Bylaws and Policies
- Attend the summer Board of Director orientation and training sessions

Eligibility

- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have and maintain a minimum GPA of 2.5 (semester and cumulative)

For more information on this position, please email asi-elections@csusb.edu.