Vice Chair of the Board Responsibility Guide

ASI Student Government members have important duties and responsibilities to the Cal Poly student body. These responsibilities are derived from the ASI Bylaws; often, the responsibilities change as the organization grows and changes.

It is a conflict of interest for ASI to employ members of ASI Student Government and require those individuals to have the responsibility of governing and making decisions regarding the organization by which they are employed. Because of this conflict, it is necessary to separate the roles by not allowing a student to simultaneously hold a position in ASI Student Government and be employed by ASI.

University Learning Objectives

ASI is committed to supporting the aspirations of the University Learning Objectives. Our student leaders are expected to make reasoned decisions based on ethics, respect for diversity, and an awareness of issues of sustainability. Additionally, they will work productively as individuals and in groups while communicating effectively.

Vice Chair of the Board

The Vice Chair of the Board shall serve the Board of Directors as a voting member and, in the absence of the Chair of the Board, is responsible for conducting meetings. The Vice Chair of the Board assists the Chair of the Board with policy development, review and modification by having general oversight of all standing committees.

Corporate Responsibilities

- Provide general oversight of all Board of Directors standing committees in day-to-day activities.
- Serve as Chair of the ASI Business and Finance Committee.

Responsibilities to the Board of Directors

- Ensure compliance with the meeting notice requirements of the Gloria Romero Act.
- Oversee Board of Directors meeting preparations, in collaboration with the Administrative Assistant.
- Perform responsibilities of the Chair of the Board in his/her absence, at the direction of the Chair of the Board. Serve as the Parliamentarian for the Board of Directors.
- Provide oversight of all corporate books and records in collaboration with the Administrative Assistant.
- Represent ASI on appropriate University-wide and Academic Senate committees as appointed by the ASI President.

Summary of Typical Involvement

- Serve on ASI internal committees as appropriate.
- Participate in the overall ASI assessment, planning, and goal setting.
• Participate in Quarterly Kickoff events.
• Attend Leadership Development workshops. Meet weekly with the Chair of the Board.
• Attend ASI Leadership Team meetings.
• Attend University-wide and Academic Senate committee meetings as appropriate.
• Other responsibilities as directed by the Chair of the Board.

Support
Administrative Support:
Administrative support is provided to the Vice Chair of the Board by the Administrative Assistant. As a support professional, the Administrative Assistant serves the business needs of the officers and maintains an efficient and effective business environment. The Administrative Assistant functions in an auxiliary role at the direction of the ASI Officers and is not authorized to represent or act on behalf of any ASI Student Government member.

Professional Development/Mentoring:
Professional development/mentoring to the Vice Chair of the Board will be provided by the Assistant Director - ASI Programs & Government Affairs. As a mentor, the Assistant Director - ASI Programs & Government Affairs will provide constructive feedback and guidance on a regular basis to assist the Vice Chair of the Board in their personal and professional development.

Qualifications for Office
During their term of office, the Vice Chair of the Board must maintain compliance with all CSU and ASI requirements as outlined in the ASI Student Government Qualifications for Office Summary.

Scholarship
The Vice Chair of the Board receives a quarterly scholarship equal to 25% of the cost of education, priority registration and ASI vehicle privileges, if eligible.