Chair of the Board Responsibility Guide
Board approved March 7, 2018

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.

Chair of the Board

The Chair of the Board is the facilitator of policy development, review and modification. Policy development is realized through regular meetings of the Board of Directors, standing committees, and ad hoc committees.

Corporate Responsibilities

- Provide direct oversight of the Board of Directors in day-to-day activities.
- Provide general oversight of the Vice Chair of the Board.
- Oversee the operation of Board of Directors standing committees in day-to-day activities.
- Ensure continuous development of the Board of Directors.
- Serve as member of the ASI Officer Team.
- Serve as a voting member of the ASI Business and Finance Committee.
- Ensure continuous development of the ASI Officer Team.
- Provide feedback to the ASI Executive Director regarding corporate issues as appropriate.
- Provide input regarding the corporate operations and student advocacy of ASI.
- Participate in the performance evaluation of the ASI Executive Director in collaboration with the ASI President and the Chair of the University Union Advisory Board.
- Provide general oversight of the ASI Student Government annual budget, including signature authority.
- Facilitate the process of ensuring student representation on the Cal Poly Foundation Board.

The Chair of the Board of Directors is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI Policy as a condition of their volunteer assignment.

Responsibilities to the Board of Directors

- Ensure compliance with the meeting notice requirements of the Gloria Romero Act.
• Appoint Board of Directors members to appropriate internal ASI committees and the University Union Advisory Board.
• Convene and chair all Board of Directors meetings and approve agenda items as proposed by the ASI Executive Director, ASI President, designee or (Board) members.
• Appoint chairs of and directors to all standing committee of the Board of Directors.
• Appoint club funding liaisons.
• Appoint the Vice Chair of the Board, with approval of Board of Directors.
• Ensure the education and awareness of the ASI Budget and annual Operating Budget.

Summary of Typical Involvement
• Serve on ASI internal committees as appropriate.
• Serve as an ASI representative on the Academic Senate.
• Participate in the overall ASI assessment, planning, and goal setting.
• Participate in Quarterly Kickoff events.
• Attend Leadership Development workshops.
• Meet bi-weekly with the University Vice President for Student Affairs.
• Meet monthly with the University Vice President of Administration and Finance.
• Meet weekly with the ASI officers.
• Meet bi-weekly with the ASI Executive Director.
• Meet weekly with the Vice Chair of the Board.
• Attend ASI Leadership Team meetings.
• Attend University-wide and Academic Senate committee meetings as appointed.

Support

Administrative Support:
Administrative support is provided to the 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 Chair of the Board will be provided by the ASI Executive Director or designee. As a mentor, the ASI Executive Director or designee will provide constructive feedback and guidance on a regular basis to assist the Chair of the Board in their personal and professional development.

Qualifications for Office
During their term of office, the 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 ASI Chair of the Board receives a quarterly scholarship equal to 75% of the cost of education, priority registration and ASI vehicle privileges, if eligible.