



## **ASI Board of Directors Responsibility Guide**

*Board approved – January 10, 2018*

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.

### **ASI Board of Directors**

The ASI Board of Directors serves as the legislative body of ASI and official representative voice of Cal Poly students. Members of the Board of Directors are elected representatives of a 501(c)3 non-profit corporation. The term of office is one year and is elected annually during the spring election. The Board of Directors meets bi-weekly to conduct official business of ASI and to represent the official voice of Cal Poly students.

### **Corporate Responsibilities (per ASI Bylaws)**

- Provide feedback to the Executive Director regarding corporate issues, as appropriate
- Provide input regarding corporate operations and student advocacy of ASI
- Participate in the overall ASI assessment, planning, and goal setting
- Serve on Universitywide committees as appointed
- Represent students from elected college
- Participate in Board of Director outreach and recruitment
- Ensure proper use of mandatory student fees
- Represent Cal Poly students at local, state, and national level
- Attend Leadership Development Workshops
- Members of the Board of Directors are responsible for attending all Quarterly Kick-off trainings (Note: The annual Fall Kickoff will take place before the start of Fall Quarter, dates to be determined by the ASI Leadership Team)
- Members of the Board of Directors are 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 Open Meetings Act
- Appoint Chair of the Board
- Serve as a voting member of the Board of Directors
- Serve on the Board of Directors Standing Committees
- Create legislation through Bills, Resolutions, and Endorsements
- Provide oversight of Officers
- Actively participate in all Board Meetings, workshops, trainings, and ad-hoc meetings
- Approve annual Budget Request and monitor annual Operating Budget
- Ratify Chief of Staff and Vice Chair of the Board of Directors
- Accept the selection of the Vice Chair of UUAB
- Create, revise, and monitor ASI Policy

### **Summary of Typical Involvement**

- Attend regular College Council and/or Advisory meetings
- Attend weekly Board of Director Workshop meetings
- Attend bi-weekly Board of Director meetings
- Attend Board of Director Standing Committee meetings as appointed

- Attend Universitywide committee meetings as appointed
- Participate in ASI Student Government initiatives

## **Support**

The Coordinator -Government Affairs will serve as the advisor to the ASI Board of Directors. In this role, the Program Coordinator will be responsible for providing education and advising on ASI and University-related issues. In addition, the Program Coordinator will serve as a resource regarding upcoming items of business.

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

The ASI Board of Directors receives priority registration and ASI vehicle privileges, if eligible.