



## **Executive Cabinet Responsibility Guide**

*Board approved April 18, 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 Executive Cabinet**

The members of Executive Cabinet will be responsible for their respective subcommittees under the supervision of the Chief of Staff and ASI President to reach goals within on-going areas of importance on campus. The Executive Cabinet shall include at least five and no more than nine students. For purposes of continuity, the title for Executive Cabinet positions shall be "Secretary" of a specified area.

### **Summary of Typical Involvement**

- Attend weekly meetings of ASI Executive Cabinet.
- Attend weekly meetings of ASI Executive Staff.
- Serve on ASI internal committees as appropriate.
- Serve on University-wide committees as appointed by the ASI President.
- Attend weekly meetings with ASI Chief of Staff.
- Other responsibilities as directed by the ASI President or ASI Chief of Staff.
- Expected time commitment for each position will be 10-15 hours per week.
- Participate in Student Government Professional Development.
- The ASI Executive Cabinet members 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 the ASI Policy as a condition of their volunteer assignment.
- Members of the Executive Cabinet are responsible for attending all Quarterly Kickoff trainings. The annual Fall Kickoff will take place before the start of fall quarter, dates to be determined by the ASI Leadership Team.

### **Support**

#### **Administrative Support:**

Administrative support is provided to the ASI Executive Cabinet 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 ASI Executive Cabinet 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 ASI Executive Cabinet in their personal and professional development.

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

The ASI Executive Cabinet receives priority registration and ASI vehicle privileges, if eligible.

*Following is a sampling of possible titles and their representative titles and functions. Actual positions are determined by each newly elected ASI President. Additional positions or subcommittees will be added if necessary.*

#### **Secretary of ASI Student Government Development**

- Develop marketing/outreach material to increase awareness about ASI and student government priorities, actions, activities, and programs among Cal Poly students.
- Work together with ASI Public Relations on all PR/media initiatives.
- Chair the ASI Executive Staff who are volunteers that assist the ASI Executive Cabinet and ASI Chief of Staff in fulfilling the goals of the ASI President.

#### **Secretary of Student Affairs**

- Collaborate with Executive Cabinet to coordinate events on behalf of Student Government (i.e., CP Next, Night with Your Neighbors, Zero Waste efforts, Safe Rides, CHESS, etc.).
- Develop and sustain collaborative efforts with Student Life and Leadership.
- Track and report student grievances through surveying efforts and communication with the Dean of Students.
- Ensure consistent outreach to clubs and organizations in order to better bridge the gap between Student Government and Cal Poly students at large.

#### **Secretary of Sustainability**

- Act as liaison to the Empower Poly Steering Committee.
- Develop and implement ideas for environmental resources management in accordance with university, regional, and national efforts.
- Organize “days of action” for environmental advocacy and education.
- Meet with campus facilities staff to maintain student input in the planning and operations of Cal Poly.
- Work with the President to further efforts towards making Cal Poly a Zero Waste campus.

#### **Secretary of Campus Climate and University Concerns**

- Address and advocate for current student interests, i.e., transportation, Campus Dining, student services, etc.
- Track student participation and ensure effectiveness of student representation on campus-wide committees.
- Collect and organize reports from students serving on campus-wide committees.
- Track and report to ASI President University policy initiatives as they affect students.
- Aid ASI President in communicating monthly goals to University administrators (i.e., curriculum development, campus wide sustainability efforts, safe ride programs, safety initiatives, etc.)

## Secretary of Community Relations

- Attend and advise Student Community Liaison Committee (SCLC).
- Plan ASI involvement in community-based events, i.e. Make a Difference Day, Good Neighbor Day, Farmer's Market, Neighbor's Night Out, Town Gown Conference Planning.
- Track the issues of SLO City Council and County Board of Supervisors as they pertain to students.
- Work and collaborate with the SLO Police Department and the University Police Department.
- Develop and organize efforts to improve neighborhood relations.
- Continue building relationships with Associated Students of Cuesta College (ASCC).

## Secretary of Greek Affairs

- Develop and strengthen communication between ASI, USFC, PHA, and IFC.
- Organize ASI/Greek outreach activities and assist with Greek community service initiatives.
- Collaborate with Greek chapters to provide input regarding ASI programs and services.

## Secretary of Legislative Affairs

- Track university, local, and state legislation.
- Follow progress and legislation passed at current CSSA.
- Coordinate delegation and attend California Higher Education Student Summit (CHESS).
- Organize "days of action" to educate students and advocate for legislative/statewide concerns.
- Aid ASI President in researching and organizing a new CSU Wide student representative assembly.

## Secretary of Student Development

- Aid Career Services in the coordination of the Government/Non Profit/Education Career Fair.
- Track and report student grievances to the ASI Officer Team and to the Dean of Students.
- Work with the Secretary of Student Affairs to implement annual programming and events.

## Secretary of Diversity and Inclusion

- Serve as a liaison between ASI and the Cross Cultural Centers and the Office of Diversity and Inclusion.
- Plan initiatives to improve cultural awareness on campus and within ASI.
- Be a proactive advocate for students, passionately focused on uniting Cal Poly.