

ASI STUDENT INVOLVEMENT & VOLUNTEER GUIDE

PART I: NON-ELECTED POSITIONS



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Mission Statement

Committed to the principle of student self-determination in the shared governance of the university, the Associated Students of CSULB seeks to facilitate the achievement of students' educational objectives and life goals through programs, services and facilities that advocate student needs and interests, compel student representation in campus decision-making, and provide students with resources that they identify as necessary for their intellectual, social and physical development.

MOTTO

Keeping Students First

An Introduction to the Volunteer Guide

Are you interested in video production? Graphic design? The environment? Concerts and movies?

Then the Associated Students, Inc. at California State University, Long Beach has a fulfilling, fun and educational volunteer opportunity for you.

The ASI volunteer catalogue is designed to inform you about the many opportunities within ASI, position requirements and their responsibilities. Many of these opportunities offer class credit, and all of them are a fun way to get involved on campus.

While this guide notes which majors may be suited best for each position, none of the volunteer opportunities are reserved for specific majors—everyone is encouraged to volunteer.

APPLICATION PROCESS OVERVIEW

All applications are processed through BeachSync; however, some applications work differently than others.

- For “Year-round Volunteer Opportunities,” as their description states, these applications are open for interested students to apply to year-round. To start the application process and begin volunteering today, visit www.asicsulb.org/volunteer.
- For “Student Government: Non-elected & Appointed Positions,” these applications generally open at the end of each academic year and appointments to these offices are subject to the confirmation of the AS Senate. These positions will be posted on the ASI Student Government website at www.asicsulb.org/gov/vacancies.

From time to time, student government positions open up mid-semester, so it is important to check the student government website frequently in case you are looking for a specific role.

At the end of the day, volunteering with ASI is a fantastic opportunity to get started in the career of your choice. From community service to television broadcasting, ASI has an array of prospects suited especially for you.

Taking a look through the ASI volunteer catalogue is the first step to being involved. Find something that interests you and start making a difference today.

GO BEACH!

Year-Round Volunteer Opportunities

These positions are open throughout the year and can be applied to at any time. Managers for these various programs review applications frequently. So if you see something you may be interested in, apply!

BEACH TEAM VOLUNTEER

OVERVIEW

- o Beach Team is a mentoring and volunteer program for first year and transfer students interested in student government. In this yearlong program, Beach Team volunteers learn the intricacies of student government, develop leadership skills, and participate in networking opportunities in preparation to later apply for leadership positions within ASI. Beach Team is designed to provide opportunities for participation that incorporate the values and practices of student government while promoting outreach, involvement and teamwork on campus.

ESSENTIAL DUTIES & RESPONSIBILITIES

- o Volunteer at ASI and campus events
- o Coordinate events such as mixers and community service projects
- o Attend and observes ASI board meetings
- o Participate in the Government Mentor Program
- o Maintain a record of mentor meeting hours
- o Create and submit an end of the year reflection paper to the Secretary for Government Recruitment
- o Attend regularly scheduled meetings and trainings

REQUIRED MEETINGS

- o Beach Team meetings – weekly; TBD
- o ASI board meetings – attend at least one meeting per board, per semester

TIME COMMITMENT

- o Year-long commitment preferred
- o At least 3 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space; personal and professional development; leadership experience; networking opportunities; mentors; and exposure to programming and student government

HELPFUL SKILLS & ABILITIES

- o Time management; organization skills; strong communication skills; interest in learning about student government and leadership; desire to network and work with other students; ability to interact positively and build effective working relationships with diverse populations, faculty, staff and campus administrators; a “Go Beach” attitude; previous organization membership or community involvement is a plus

ACADEMIC LINKS

- o Marketing; Communications; Political Science; Recreation and Leisure Studies; Liberal Arts or students interested in student government and promotions and event planning

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “Beach Team”
- o Complete Volunteer Agreement forms
- o Meet with the Secretary for Government Recruitment

CONTACTS

Secretary for Government Recruitment
Student Government Office (USU-311)
(562) 985-5241 | asi-studentgovernment@csulb.edu

BEACH PRIDE EVENTS VOLUNTEER

OVERVIEW

- o Volunteers are exposed to and trained in all facets of event planning and programming, including program development, event budgeting, negotiation of contracts, marketing, event management and program evaluation.

ESSENTIAL DUTIES & RESPONSIBILITIES

- o Generate ideas for programs
- o Plan programs, including completion of required paperwork
- o Preview potential performer materials
- o Help market programs to target audiences
- o Coordinate and setup program events
- o Evaluate programs and make recommendations
- o Help maintain the Beach Pride office and the organization of a constant flow of mail and products
- o Produce quality programs

TYPICAL ACTIVITIES

- o Brainstorm ideas for programs (concerts, movies, lectures, workshops, special events, open mics, interactive activities, etc.)
- o Shop for materials and supplies
- o Attend events and assist with program coordination
- o Complete evaluation forms

REQUIRED MEETINGS

- o Weekly programming meetings
- o Attendance at events

TIME COMMITMENT

- o Up to 5 hours per week, depending upon event calendar

BENEFITS

- o Leadership training; event planning training; travel; use of office space and networking opportunities
- o Gain experience from working with diverse cultures

HELPFUL SKILLS & ABILITIES

- o Positive attitude; creative mind; strong organizational skills and event planning experience

ACADEMIC LINKS

- o All majors are appropriate

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “Beach Pride Events”
- o Complete Volunteer Agreement forms
- o Meet with the Programs Manager

CONTACTS

Programs Manager
Beach Pride (USU-108)
(562) 985-2535
www.BeachPride.com

STREET TEAM VOLUNTEER

OVERVIEW

- o The ASI Street Team is the marketing team for ASI responsible for getting the word out to the campus community about ASI's services and programs. Most Street Team members are also members of various organizations within ASI, but the position is open to all students who want to gain experience in marketing and advertising.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Create and execute marketing campaigns for a variety of ASI events
- o Distribute marketing materials around campus and at events
- o Utilize multi-media advertisement strategies to promote ASI events
- o Post and distribute fliers around campus
- o Staff information tables at ASI and campus events
- o Occasionally facilitate presentations

MEETINGS

- o Monthly staff meetings

TIME COMMITMENT

- o 5 to 10 hours per week

BENEFITS

- o Use of office space; leadership and networking opportunities; personal and professional development; opportunity to build professional portfolio

HELPFUL SKILLS AND ABILITIES

- o Marketing majors preferred
- o Customer service skills are a must
- o Web experience is a plus
- o Must be able to use a Mac and PC computer

ACADEMIC LINKS

- o Marketing; Public Relations; Communications; Recreation and Leisure Studies

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “Street Team”
- o Complete Volunteer Agreement forms
- o Meet with the Marketing Manager

CONTACTS

ASI Communications (USU-235)
(562) 985-4353 | asi.communications@gmail.com

GRAPHIC DESIGN VOLUNTEER

OVERVIEW

- o Successful design volunteers and interns complete their tenure with ASI Communications prepared for several real-world aspects of the design, print, and marketing process, from the initial client consultation to acquiring print estimates and eventually preparing marketing materials for the web and other digital media.

TYPICAL ACTIVITIES

- o Prepare illustrations
- o Design layout
- o Client consultation
- o Print preparation

MEETINGS

- o Generally once a week; more if in a leadership role

TIME COMMITMENT

- o At least 6 to 10 hours per week, more if appropriate

BENEFITS

- o Access to software programs (InDesign, Illustrator, Photoshop, After Effects, etc.); opportunity to build a professional portfolio; access to paid contributor positions within the organization based on an increased level of experience

HELPFUL SKILL AND ABILITIES

- o Leadership; team building; management; administration; creativity; strong communication skills

ACADEMIC LINKS

- o Illustration; Graphic Design; Communications

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “ASI Communications”
- o Complete Volunteer Agreement forms
- o Meet with Marketing Manager

CONTACTS

ASI Communications (USU-235)
562-985-4353 | asi.communications@gmail.com

VIDEO PRODUCTION VOLUNTEER

OVERVIEW

- o Video production volunteers work with the ASI Communications video productions team, the multimedia arm of ASI, and are exposed to all areas of television production, including pre- and post-production.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Students are expected to be able to demonstrate basic concepts of video production by the end of the semester as evidenced by the completion of one television programming segment, including pitching a segment and obtaining approval, taping, and editing of a segment and/or program

TYPICAL ACTIVITIES

- o Typically, students are matched up with their area of interest (i.e., hosting, camerawork, sound, writing, or editing)

MEETINGS

- o Every Thursday at 5 p.m., Dr. Stuart L. Farber Senate Chambers (USU-234)

TIME COMMITMENT

- o At least 5 hours per week, more if appropriate

BENEFITS

- o Use of office space, editing resources, and camera/audio equipment
- o Academic credit available for internships

HELPFUL SKILLS & ABILITIES

- o Previous experience is a plus, but is not required because training opportunities are provided
- o Seeking individuals that have an interest in television/film production and scriptwriting
- o Also seeking individuals who demonstrate leadership; creative, proactive team players who have strong follow-through, organizational and time management skills

ACADEMIC LINKS

- o Journalism; English; Communications; film majors; or individuals interested in scriptwriting and television/multimedia production

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “ASI Productions”
- o Complete Volunteer Agreement forms
- o Meet with Executive Producers and/or Graduate Student Intern

CONTACTS

ASI Communications Video Productions Office (USU-111)
562-985-7021 | asi-productions@csulb.edu

SUSTAIN U VOLUNTEER

OVERVIEW

- o Sustain U interns and volunteers are exposed to all areas of environmental protection options and sustainability awareness procedures. An ad hoc committee of the University Student Union Board of Trustees, Sustain U is responsible for recommending various sustainability initiatives in the USU. Sustain U's mission is to advance sustainability goals and raise awareness of ASI and university efforts to make a more environmentally and sustainable campus and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Create and execute marketing campaigns for a variety of sustainability focused events
- o Utilize multi-media advertisement strategies to promote sustainability in the USU
- o Staff information tables at ASI and campus events
- o Occasionally facilitate presentations

TYPICAL ACTIVITIES

- o Engage students in the USU in conversation about waste diversion
- o Inform students about composting and its benefits
- o Explain how to sort waste properly into the 4 stream bin system in the USU

MEETINGS

- o Biweekly Monday meetings

TIME COMMITMENT

- o At least two hours per week, more as needed

BENEFITS

- o Use of office space; leadership; networking opportunities; personal and professional development; an opportunity to build professional portfolio

HELPFUL SKILLS AND ABILITIES

- o Customer service skills are a must
- o Passion for CSULB and general sustainability effort
- o Knowledge of sustainability, waste and compost best practices a plus

ACADEMIC LINKS

- o Environmental sciences; environmental engineering; political science; public policy

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “Sustain U”
- o Complete Volunteer Agreement forms
- o Meet with USU Sustainability Assistant

CONTACTS

Sustain U Office (USU-230A)
(562) 985-5851 | sustainU@csulb.edu

22 WEST VIDEO VOLUNTEER

OVERVIEW

- o Interns and volunteers are exposed to all areas of multimedia production, including pre- and post-production. Typically, students are matched up with their area of interest. For example, hosting, camerawork, sound, writing, or editing.

ESSENTIAL DUTIES & RESPONSIBILITIES

- o Participate in the production process from pre- to post-production, which includes pitching segment ideas and film projects, shooting, and editing segments
- o Participate in weekly taping of 22 West shows/segments
- o Represent and participate in 22 West/ASI outreach events
- o Attend weekly 22 West meetings and attend 22 West Boot Camp during the first semester of involvement

TYPICAL ACTIVITIES

- o Attend campus and community events for segments
- o On-camera talent, which includes being a field correspondent for segments and/or hosting one of 22 West's weekly shows
- o Camera operation and sound for segments and in-studio production
- o Scriptwriting for segments and shows
- o Editing segments and shows

REQUIRED MEETINGS

- o Thursdays at 6 p.m. in the Farber Senate Chambers

TIME COMMITMENT

- o Volunteers must complete 5 hours a week

BENEFITS

- o Use of office space, editing resources, and camera/audio equipment
- o Academic credit available for internships

HELPFUL SKILLS & ABILITIES

- o Previous experience is a plus, but is not required because training opportunities are provided
- o Seeking individuals that have an interest in television/film production and scriptwriting
- o Also seeking individuals who demonstrate leadership; creative, proactive team players who have strong follow-through, organizational and time management skills

ACADEMIC LINKS

- o Journalism; English; film majors; individuals interested in scriptwriting and television/ multimedia production

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “22 West Video”
- o Complete Volunteer Agreement forms
- o Meet with Chief Executive Producer

CONTACTS

Danny Lemos
Student Media Coordinator (USU-110)
(562) 985-1321 | danny.lemos@csulb.edu

22 WEST RADIO VOLUNTEER

OVERVIEW

- o Interns and volunteers perform a variety of tasks in support of the operations of a college radio station. We attempt to match students to their particular area of personal interest or career preparation needs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- o Assist general manager and directors in various functions depending on department; production, promotion, music, concerts, web, news, sports and programming (DJs)
- o Represent and participate in 22 West Radio/ASI events

TYPICAL ACTIVITIES

- o Write & produce audio content
- o Administrative tasks for various departments
- o Write music reviews
- o Staffing for 22 West Radio marketing events
- o DJ Hosting

REQUIRED MEETINGS

- o Two per semester, more if in a leadership role

TIME COMMITMENT

- o At least two hours per week, more as needed

BENEFITS

- o Availability of software programs (Adobe Audition, Pro Tools, Excel, Joomla, iMedia Touch Automation Software); opportunity to build a professional portfolio; access to paid management positions at 22 West Radio based on an increased level of experience, skills, and administrative expertise

HELPFUL SKILLS & ABILITIES

- o Leadership, team building, management, administration, creativity and strong communication skills
- o Knowledge of the music industry and social media platforms is a plus

ACADEMIC LINKS

- o Journalism' Film and Electronic Arts; Theatre; Political Science; English; Creative Writing; Communications; Education

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “22 West Radio”
- o Complete Agreement forms
- o Meet with the General Manager / Student Media Coordinator

CONTACTS

Danny Lemos
Student Media Coordinator (USU-110)
(562) 985-1321 | danny.lemos@csulb.edu

22 WEST PRINT VOLUNTEER

OVERVIEW

- o Interns and volunteers perform a variety of tasks in support of the production of a weekly publication. We attempt to match students to their particular area of personal interest or career preparation needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Assist the editor-in-chief and section editors in various functions including generating story ideas, providing editorial assistance, following up on news leads, selling ads, and managing the office
- o Represent and participate in 22 West Print /ASI events

TYPICAL ACTIVITIES

- o Write content
- o Proofread copy
- o Take photographs
- o Prepare illustrations
- o Design layout

MEETINGS

- o Generally once a week, more if in a leadership role

TIME COMMITMENT

- o At least 5 hours per week, more if appropriate

BENEFITS

- o Access to software programs (InDesign, etc.); opportunity to build a professional portfolio; access to paid contributor positions within the organization based on an increased level of experience

HELPFUL SKILLS AND ABILITIES

- o Leadership, team building, management, administration, creativity and strong communication skills
- o Knowledge of the publications industry is a plus

ACADEMIC LINKS

- o Journalism, Film and Electronic Arts, Theater Arts, Political Science, English, Creative Writing, Communications, and Education

APPLICATION PROCESS

- o [Complete BeachSync Application](#) – Select “22 West Print”
- o Complete Volunteer Agreement forms
- o Meet with the Editor-in-Chief / Student Media Coordinator

CONTACTS

(562) 985-4867 | 22WestMedia.com

Danny Lemos

Student Media Coordinator (USU-110)

(562) 985-1321 | danny.lemos@csulb.edu

Student Government: Non-Elected & Appointed Positions

GOVERNMENT ELECTIONS OFFICER

OVERVIEW

- o Serves as the chief officer of the regular and special elections of the Associated Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Ensures the efficient administration of all elections of the Associated Students
- o Enforces administrative rules and regulations established by the Board of Elections
- o Serves as the secretary for the Board of Elections and records proceedings of each meeting in minute format
- o Prepares rough drafts of all minutes in the prescribed format and forwards to the Assistant Director of Student Involvement and Leadership for review and edit. Makes corrections as indicated and prepares final draft for signature
- o Creates and distributes the Board of Elections agenda and meeting materials
- o Works with ASI Communications to ensure proper and effective marketing and promotion of elections
- o Facilitates elections informational sessions and candidates' meetings
- o Assists in the coordination of election events, such as Coffee with the Candidates
- o Educates candidates on the Elections Handbook and serves as a resource for them during the elections cycle
- o Enrolls all approved administrative rules and regulations and publicizes them to the campus community
- o Assists the Assistant Director, Government Affairs & Initiatives with the orientation and training of the Board of Elections

MEETINGS

- o Board of Elections – weekly; TBD
- o Asst. Director of Student Leadership & Involvement – weekly, TBD
- o Chair of the Board of Elections – weekly; TBD
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings

TIME COMMITMENT

- o Must maintain a minimum of three office hours per week, which includes time spent in meetings (see above)

HELPFUL SKILLS AND ABILITIES

- o Time management; supervisory skills; public speaking; ability to delegate; ability to learn parliamentary procedure to run meetings; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o Complete the [Student Government Application](#) on Beachsync
- o AS Senate will interview and appoint

CONTACTS

Student Government Office (USU-311)
asi-studentgovernment@csulb.edu
(562) 985-5241

LOBBY CORPS STUDENT-AT-LARGE

OVERVIEW

- o Lobby Corps is a subcommittee of the AS Senate and operates as the advocacy arm of the organization. Lobby Corps Student-at-Large representatives voice the interest of the student body to Lobby Corps and serve as voting members. The Lobby Corps Student-at-Large represents the interests of the student body to the AS Lobby Corps and serves as a voting member.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Serves as a voting member on Lobby Corps by attending all meetings and working sessions
- o Coordinates lobby visits both locally and for the annual California Higher Education Student Summit (CHESS)
- o Conducts legislative research and tracks pertinent legislation concerning nonprofit corporations, auxiliary organizations of the CSU, higher education, and other areas of interest to ASI
- o Represents the Lobby Corps at the annual CHESS Conference in Sacramento
- o Attends and participates in CHESS trainings leading up to the conference
- o Advocates legislation or issues on behalf of CSULB students
- o Coordinates voter registration drives and/or voter education campaigns
- o Track City Council and the CSU Board of Trustees policies and initiatives that may impact CSULB students
- o Assists in the planning of Advocacy Day

MEETINGS

- o Lobby Corps Meeting – weekly; TBD
- o District meetings with State Legislators – at least once per semester
- o California Higher Education Student Summit (CHESS) Conference
- o CHESS trainings – at least four during the spring semester; TBD
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings

TIME COMMITMENT

- o Must maintain a minimum of 3 office hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space; personal/professional development

HELPFUL SKILL AND ABILITIES

- o Time management; ability to work collaboratively in groups; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o Complete the [Student Government Application](#) on Beachsync
- o Interview with Lobby Corps
- o AS Senate will confirm appointment

CONTACTS

Student Government Office (USU-311)
asi-studentgovernment@csulb.edu
(562) 985-5241

CHIEFS

The chief officers operate as a part of the executive branch and are appointed by the ASI president. They serve as the managing officers under the elected executives and are responsible for specific constituencies. The three chiefs serve on the ASI Leadership Council and work in tandem with other ASI leaders to accomplish various major initiatives.

CHIEF ACADEMIC OFFICER

OVERVIEW

- o The Chief Academic Officer advocates the Associated Students' interests in college and university academic affairs and serves as a member of the President's Cabinet advising on matters under consideration of the Academic Senate and other university committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Serves as a voting member on designated ASI and university committees, including the Academic Integrity Committee, Academic Senate (Executive Council), Curriculum and Educational Policies Council, GE Governing Committee, Grade Appeals Committee, GEAR Committee, Instructionally Related Activities Board, Program Assessment and Review Council, and Review Committee for Academic Administrators
- o Recruits general students for university academic committees
- o Provides orientation and training for appointed student representatives to various academic committees in coordination with Government Office staff
- o Notifies committee members of upcoming meetings, and maintains communication throughout the semester
- o Collects reports from student representatives within 5 school days of the committee or council meeting, and maintains a binder consisting of compiled reports for each university committee
- o Reviews reports and notifies the AS President of any important issues that require ASI's attention.
- o Updates the AS President weekly on university committee related issues
- o Administers annual student representative survey and complies findings with recommendations for the AS Executive Officers
- o Serves as AS President's official designated representative to any board or committee of which they are a member
- o Serves on search committees for Academic Affairs or finds designee
- o Coordinates student representatives' seats within Academic Senate
- o Maintains a schedule for all university committee meetings and student representatives to each committee
- o Assists the AS President in any capacity deemed necessary by that officer
- o Reports monthly to Senate

MEETINGS

- o Academic Senate Executive Council – Tuesdays from 2 to 4 p.m.
- o Academic Senate – second and fourth Thursday of every month from 2 to 4 p.m.
- o Curriculum & Education Policies Council – second and fourth Wednesday from 2 to 4 p.m.
- o GE Governing Committee – second and fourth Monday from 2 to 4 p.m.
- o Program Assessment & Review Council – first and third Friday from 2 to 3:30 p.m.
- o GEAR Committee – first and third Friday from 1:30 to 3 p.m.
- o University Provost – monthly; TBD
- o ASI Leadership Council – monthly; TBD
- o Academic Integrity Committee – as needed
- o Review Committee for Academic Administrators – as needed
- o Student Fee Advisory Committee – monthly as needed
- o Instructionally Related Activities Board – Meets during winter break in January
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws or the ASI President

TIME COMMITMENT

- o Approximately 10 to 15 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; organization; flexibility; ability to delegate; ability to learn parliamentary procedure to run meetings; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with AS President and committee
- o AS President will appoint candidate and the Senate will confirm appointment

CONTACTS

Student Government Office (USU-311)
asi-studentgovernment@csulb.edu
(562) 985-5241

CHIEF DIVERSITY OFFICER

OVERVIEWS

- o The Chief Diversity Officer serves as the ranking member of the ASI Presidential Cabinet and is the chief advisor and senior policy maker on diversity and social justice-related matters to the ASI President.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Assists the President with interviewing students to open positions in the ASI Presidential Cabinet, subject to confirmation by the Senate
- o Assists the AS President in any capacity deemed necessary by that officer and assumes those duties delegated to the Presidential Cabinet, which are unfilled with Commissioners
- o Supervises, coordinates, assists and keeps accurate records of activities and performances of the President's Cabinet, and submits such records to the ASI President in an end-of-the-year report
- o Conducts mid-year and end-year performance reviews of Commissioners
- o Recruits general students for diversity/social justice-related university committees
- o Provides orientation and training to appointed student representatives to various university committees in coordination with the Government Affairs Office staff
- o Notifies committee members of upcoming meetings and maintains communication, includes meeting regularly with student representatives
- o Collects reports from student representatives within 5 school days of the committee meeting, and maintains binder consisting of compiled reports for each diversity/social justice-related university committee
- o Reviews committee reports- analyzes and synthesizes findings, and notifies AS President of key issues that require ASI's attention
- o Maintains a schedule for all university committee meetings and student representatives to each committee
- o Updates the AS President weekly on university committee related issues
- o Administers annual student representative survey and compiles findings with recommendations for the AS Executive Officers
- o Serves as the AS President's liaison to the resource centers
- o Serves as the AS President's official designated representative to any board or committee of which they are a member
- o Serves on the Queer Advocacy and Christina Speaker Scholarship Committees
- o Coordinates the "Annual Night Safety Walk" each semester, and compiles a report of findings for the AS President and Physical Planning & Facilities Management (PPFM)
- o Provides necessary training and transition to those who are assigned duties and responsibilities under the supervision of the administration
- o Updates and adheres to the Presidential Cabinet Working Rules
- o Reports monthly to Senate

MEETINGS

- o President's Cabinet – weekly; TBD
- o Beach Pride Events Council – weekly; TBD
- o Commissioners – Biweekly; TBD
- o Assistant Directors, Office of Multicultural Affairs – Biweekly; TBD
- o ASI Leadership Council – monthly; TBD
- o Student Fee Advisory Committee – monthly as needed
- o Other meetings as designated by the ASI Bylaws or the ASI President

TIME COMMITMENT

- o Approximately 10 to 15 hours per week, which includes time spent in meetings (see above)

BENEFITS

- Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- If vacant, complete the [Student Government Application](#) on Beachsync
- Interview with ASI President and committee
- ASI President will appoint candidate and Senate will confirm appointment

CONTACTS

Student Government Office (USU-311)
asi-studentgovernment@csulb.edu
(562) 985-5241

CHIEF GOVERNMENT RELATIONS OFFICER

OVERVIEWS

- o The Chief Government Relations Officer represents the interests of the Associated Students to the California State Student Association (CSSA), California State University system, and State legislators. Informs Associated Students about the budget, its legislative process and the state of the CSU. Serves as the chief advisor and senior policy maker on CSU system-related matters to the ASI President.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Co-represents the university and ASI in the CSSA as a voting delegate
- o Provides a report on system-wide efforts in regards to university affairs, academic affairs, environmental affairs and legislative affairs to the AS President
- o Serves as chair of Lobby Corps
- o Acts as the AS President's liaison to the CSU Board of Trustees and the CSU Chancellor's Office in regards to matters affecting CSULB students
- o Advocates legislation or issues on behalf of CSULB students, and facilitates the Corps' operations
- o Supervises, coordinates, assists and keeps accurate records of activities and performance of the Lobby Corps and submits such records to the AS President in an end-of-the-year report
- o Coordinates voter registration drives with Lobby Corps
- o Acts as a campus representative to the community about the Student Involvement and Representation Fee (SIRF)
- o Assists in the coordination and training of the California Higher Education Student Summit (CHESS) student delegation
- o Recruits and trains student volunteers to serve as part of the Lobby Corps
- o Serves as the ASI President's official designated representative to any board or committee of which they are a member
- o Updates and adheres to the Lobby Corps Working Rules
- o Assists the AS President in any capacity deemed necessary by that officer, and assumes those duties delegated to the Lobby Corps, which are unfilled with Student-at-Large representatives
- o Reports monthly to Senate

MEETINGS

- o Lobby Corps – weekly; TBD
- o ASI Leadership Council – monthly; TBD
- o California State Student Association – one weekend per month
- o Student Fee Advisory Committee – monthly as needed
- o Instructionally Related Activities Board – meets during winter break in January
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws or the ASI President

TIME COMMITMENT

- o Approximately 10 to 15 hours per week, which includes time spent in meetings (see above).

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; supervisory skills; public speaking; organization; flexibility; ability to delegate; ability to learn parliamentary procedure to run meetings; ability to interact positively and build effective working relationships with a diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy; ability to read and interpret documents such as legislation, executive orders and policies

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI President and committee
- o ASI President will appoint candidate and the Senate will confirm appointment

CONTACTS

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CABINET

The Presidential Cabinet is comprised of students in charge of advising the president on relevant issues and providing programming and policy-making support for students. It is supervised by the ASI Chief Diversity Officer. There are 12 members of the President's Cabinet.

COMMISSIONER FOR AB540 AND UNDOCUMENTED STUDENTS

OVERVIEW

- o The Commissioner for AB540 & Undocumented Students works to increase awareness of undocumented students among the Associated Students and the campus community and serves as a member of the President's Cabinet advising on matters of concern or interest to AB540 & Undocumented students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Represents and promotes awareness of AB540 & Undocumented Students on behalf of the ASI President
- o Works with the University, the Director of the Dream Success Center, and the Dream Center Coordinator to help maintain a Dream Success Center for the campus
- o Assists with the AB540 & Undocumented Students Ally training
- o Helps to increase the visibility of this population with the assistance of the Dream Success Center
- o Coordinates "A Day in the Life of an Undocumented Student" and other programs in collaboration with the Dream Success Center and Office of Multicultural Affairs to create awareness and support

MEETINGS

- o President's Cabinet – Weekly; TBD
- o Chief Diversity Officer – TBD
- o Dream Success Center Advisory Board – TBD.
- o Future Under-Represented Educated Leaders (F.U.E.L.) – TBD
- o Assistant Director of the Dream Success Center – Biweekly meetings
- o Director of the Dream Success Center – monthly
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above).

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations that can assist AB540 and undocumented students

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and ASI President
- o ASI President will appoint candidate and the Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR CULTURAL AFFAIRS

OVERVIEW

- o The Commissioner for Cultural Affairs works to increase awareness of cultural diversity among the Associated Students and the campus community and serves as a member of the President's Cabinet advising on matters of cultural diversity on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Serves as the President's liaison to cultural groups
- o Attends student organization meetings to create awareness of ASI programs and services and to assess student needs
- o Follows-up on reports from the Student Satisfaction Survey and other surveys assessing the campus climate
- o Attends ASI-funded cultural organization events when possible
- o Helps to execute the provisions of the ASI Policy on Diversity
- o Assists with the planning and promotion of diversity-related events, partnering with the Office of Multicultural Affairs, in particular
- o Coordinates and plans the "Multicultural Festival"

MEETINGS

- o President's Cabinet – weekly; TBD
- o Campus Climate Committee – second Wednesday of every month at 2 p.m.
- o Assistant Directors of Multicultural Affairs – monthly
- o Chief Diversity Officer – TBD
- o Student organization meetings – as needed
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above).

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

Student Government Office (USU-311)
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COMMISSIONER FOR DISABILITY AFFAIRS

OVERVIEW

- o The Secretary for Disability Affairs promotes awareness of and equity for students with disabilities, a traditionally underrepresented group, in order to foster greater understanding and comfort between students with disabilities and the campus as a whole. Serves as a member of the President's Cabinet advising on matters concerning students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Coordinates Disability Awareness Day each semester (Fall/Spring), incorporating the following required elements:
 - "A Day in Our Shoes"
 - Panel discussion to answer questions from the general public about disabilities and any related issues
 - Resource Fair
- o Assists with the creation and promotion of adaptive classes with the Inclusive Recreation team
- o Assists with the Think About It campaign by increasing visibility and awareness of what disabilities are
- o Assists the Project On Campus Emergency Assistance Network (OCEAN) committee with the planning of "Live Your Life Day"
- o Assists Counseling and Psychological Services (CAPS) with the promotion and coordination of the Disability Ally training.

MEETINGS

- o President's Cabinet – weekly; TBD
- o Chief Diversity Officer – TBD
- o Director of Disabled Student Services – monthly
- o Coordinator of Inclusive Recreation – monthly
- o Coordinator of Project Ocean – monthly
- o Live Your Life Day Planning Committee – weekly in the spring semester
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above).

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus that can assist students with disabilities

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR ENVIRONMENTAL JUSTICE

OVERVIEW

- o The Commissioner for Environmental Justice advises the President's Cabinet on matters of environmental sustainability efforts affecting the campus. Environmental sustainability is the rate of renewable resource harvest, pollution creation, and non-renewable resource depletion that can be continued indefinitely.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Promotes awareness of ASI's sustainability efforts on behalf of the AS President
- o Works in conjunction with the Sustain U Committee, Sustainability Taskforce and the Recycling Center
- o Assists in developing strategies to convey sustainability policies, goals, and initiatives for ASI
- o Advises student government officials on potential sustainable efforts
- o Serves on the "Earth Week" committee and assists with the planning of "Earth Week"

MEETINGS

- o President's Cabinet – weekly; TBD
- o Chief Diversity Officer – TBD
- o Sustain U Committee – biweekly; Mondays at 1 p.m.
- o University Sustainability Task Force – four times per year; TBD
- o Sustainability Taskforce Work Group Meetings – TBD
- o Earth Week Committee – TBD
- o ASI Associate Director of Facility Operations, Recycling Coordinator, Sustainability Assistants & PPFM – as needed
- o Meet with the university designee working on sustainable areas of interest
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above) directly related to the responsibilities of the position as documented in the AS Bylaws and other governing documents of the campus
- o At least half of the office hours must be spent in the office

BENEFITS

- o Use of office space; personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; strong oral and written communication; organization; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR INTERNATIONAL STUDENT AFFAIRS

OVERVIEW

- o The Commissioner for International Student Affairs represents the perspective of international students and increases awareness and inclusivity in the development of programs and services within ASI, university affairs, and the campus community. Serves as a member of the President's Cabinet advising on matters of concern or interest to international students on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Addresses student concerns and works with entities that encompass international education, including but not limited to Center for International Education (CIE), College of Continuing and Professional Education (CCPE), direct exchange, American Language Institute (ALI), Alumni Association, Study Abroad at the Beach students and international student clubs
- o Coordinates International Ally training annually for ASI leaders and campus community
- o Collaborates with Student Health Center to create workshops about health insurance coverage and providing information about services offered during the international student orientation
- o Works with Study Abroad at the Beach, ALI, CIE and the Multicultural Center to create a mentorship program
- o Works with the Career Development Center and the CIE to create more internships and job opportunities for international students
- o Works with the deans of all colleges to create internship classes to allow international students to enroll in Curricular Practical Training

MEETINGS

- o President's Cabinet – weekly; TBD
- o Chief Diversity Officer – TBD
- o International Education Committee – second Tuesday of each month from 12 to 2 p.m.
- o Global Café Steering Committee – TBD
- o Director of the Center for International Education – monthly
- o Deans and/or Department Chairs of all colleges – monthly
- o American Language Institute (ALI) Student Ambassador Team meetings – monthly; TBD
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the AS Bylaws, President or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above)

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators, ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus that can assist international students

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o AS President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

Student Government Office (USU-311)
(562) 985-5241 | asi-studentgovernment@csulb.edu

COMMISSIONER FOR LESBIAN, GAY, BISEXUAL, TRANSGENDER, INTERSEX, AND QUEER+ AFFAIRS (LGBTIQ+)

OVERVIEW

- o The Commissioner for Lesbian, Gay, Bisexual, Transgender, Intersex and Queer+ (LGBTIQ+) Affairs promotes awareness and appreciation of students who are Lesbian, Gay, Bisexual, Transgender, Intersexual and Queer in order to foster a multicultural and safe educational environment. Serves as a member of the President's Cabinet advising on matters relating to the LGBTIQ+ campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Coordinates and assists in the recruitment of students holding membership in LGBTIQ+ campus committees
- o Coordinates and plans "Coming Out Week"; "Queer Diversity Week" ; and "Queer Arts & Crafts Fair"
- o Collaborates with the Pride Floor in Housing & Residential Life
- o Serves on the Lesbian, Gay, Bisexual, Transgender and Queer Campus Climate Committee
- o Serves on the Lavender Graduation Ceremony Committee
- o Aids in communication between the campus LGBTIQ+ Resource Center and Associated Students
- o Serves on the Queer Advocacy Scholarship Committee

MEETINGS

- o President's Cabinet – weekly; TBD
- o LGBTQ Campus Climate Committee – second Friday of every month at 12 p.m.
- o Chief Diversity Officer – TBD
- o Queers & Allies – weekly; TBD
- o Lavender Graduation Committee – TBD
- o Assistant Directors of Multicultural Affairs – monthly
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space; personal/professional development

HELPFUL SKILL AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus that can assist LGBTIQ+ students

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR VETERAN AFFAIRS

OVERVIEW

- o The Secretary for Veterans Affairs represents and promotes awareness of veterans, military dependents, active duty, National Guard, and reserve service members and serves as a member of the President's Cabinet advising on matters of concern or interest to veterans on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Coordinates at least two awareness programs that highlight veterans
- o Assists the Veterans Network with the planning of the Veterans 5K
- o Collaborates and promotes the 9/11 Memorial and POW Memorial events with Veterans Services
- o Assists with the VET NET Ally training

MEETINGS

- o President's Cabinet – weekly; TBD
- o Chief Diversity Officer– TBD
- o Director of Veterans Services – Monthly
- o Veterans Network – twice a month; TBD
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the ASI Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space; personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; general knowledge of resources and organizations on campus that can assist veterans; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR WELLNESS AFFAIRS

OVERVIEW

- o The Commissioner for Wellness Affairs promotes the cohesion and awareness of the variety of wellness programs on campus, in order to ensure that holistic wellness remains at the forefront of the university's goals. Serves as a member of the President's Cabinet advising on matters concerning wellness across the university.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Assists with the creation and promotion of wellness programs within Student Health Services, Counseling and Psychological Services (CAPS), and Student Recreation & Wellness Center
- o Assists the Project On Campus Emergency Assistance Network (OCEAN) committee with the planning of "Live Your Life Day"
- o Assists the Dean of Students Office with the planning of the "Health & Safety Fair" during spring semester

MEETINGS

- o President's Cabinet – weekly; TBD
- o Chief Diversity Officer – TBD
- o Director of Veterans Services – monthly
- o Veterans Network – twice a month; TBD
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the AS Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management, public speaking; general knowledge of resources and organizations on campus that can assist veterans; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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COMMISSIONER FOR WOMEN AND GENDER EQUITY AFFAIRS

OVERVIEW

- o The Commissioner for Women & Gender Equity Affairs works to increase the visibility of and opportunities for the advancement of all genders through awareness and education of the various issues relevant to students at CSULB. The Commissioner also works to provide an environment that encourages the well-being, empowerment and success of all genders. Serves as a member of the President's Cabinet advising on matters related to all genders on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Attends to matters which pertain to gender equity affairs for the campus community
- o Represents the ASI President as a designee on gender equity events, committees, and/or special circumstances
- o Collaborates with the Women's and Gender Equity Center (WGEC) to promote and plan events or programs for the student body
- o Collaborates with representatives of campus, local, state, and federal governments to support initiatives that promote gender equity

MEETINGS

- o President's Cabinet – weekly; TBD
- o Women's and Gender Equity Center – weekly; TBD
- o Chief Diversity Officer– TBD
- o President's Commission on the Status of Women (PCSW) – monthly; second Friday from 10 a.m. to 12 p.m.
- o Campus Climate Committee – monthly; second Wednesday at 2 p.m.
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the AS Bylaws, President, or Chief Diversity Officer

TIME COMMITMENT

- o At least 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with a diverse population of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy; general knowledge of resources and organizations on campus

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI Chief Diversity Officer and President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

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JUDICIARY

AS Judiciary serves as the judicial branch of ASI is made up of one Chief Justice and six Associate Justices. The Judiciary branch is overseen by the Chief Justice. Together they are responsible for:

- Interpreting the provisions of the AS Bylaws and other governing documents
- Assessing that practices within each branch of Student Government are carried out
- Serving on academic grade appeal committees
- Serving as the final appeals board during Student Government elections

CHIEF JUSTICE

OVERVIEW

- o Serves as the chief member of the AS Judiciary advising on matters pertaining to infractions of the AS Bylaws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Interprets the provisions of the AS Bylaws or any other ASI document when a dispute arises
- o Serves as part of the Judiciary branch that renders final decisions in election disputes
- o Writes a majority opinion in collaboration with the Associate Justices and, if applicable a minority opinion, on all judiciary case decisions, which must be made readily available
- o Notifies all individual and group defendants of any complaint filed against him or her within two weekdays of the filed complaint
- o Reviews all actions or documents of any Associated Students, Inc. agency, body, organization, or office holder within the ASI upon filing of a petition
- o Serves as student representative on one of the seven college grade appeals committees
- o Calls meetings of the judiciary at least twice per month during the regular academic semester
- o Creates and distributes the judiciary's agenda and case docket
- o Ensures that the Judiciary Working Rules conform to the AS Bylaws and Elections Handbook
- o Oversees the regular attendance of all Associate Justices
- o Attends AS Senate meetings as a Judiciary representative and assigns Associate Justices to attend
- o Leads the coordination of the Know Your Rights campaign each semester

MEETINGS

- o Judiciary – biweekly; TBD
- o Academic Grade Appeals Committees – as needed
- o Director of Student Conduct & Ethical Development – monthly
- o AS Senate – at least two per semester
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the AS Bylaws or President

TIME COMMITMENT

- o At least 3 to 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space, personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff and campus administrators; ability to communicate with tact and diplomacy
- o Basic understanding of legal concepts

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
- o If vacant, complete the [Student Government Application](#) on Beachsync
- o Interview with ASI President
- o ASI President will appoint candidate and the AS Senate will confirm appointment

CONTACTS

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ASSOCIATE JUSTICE

OVERVIEW

- o Serves as a member of the AS Judiciary advising on matters pertaining to infractions of the AS Bylaws and other governing documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Interprets the provisions of the ASI Bylaws or any other ASI document when a dispute arises
- o Serves as part of the Judiciary branch that renders final decisions in election disputes
- o Collaborates with the Chief Justice in writing a majority opinion for ASI Judiciary hearings
- o Attends Senate meetings as a Judiciary representative as assigned
- o Reviews all actions or documents of any Associated Students, Inc. agency, body, organization, or office holder within the ASI upon filing of a petition with the Judiciary
- o Serves as student representative on one of the seven college Grade Appeals Committees
- o Coordinates the Know Your Rights campaign each semester

MEETINGS

- o Judiciary – biweekly; TBD
- o Academic Grade Appeals Committees – as needed
- o Senate – at least two per semester
- o ASI Leadership Retreats – held in August and January; and any additional leadership trainings
- o Other meetings as designated by the AS Bylaws or President

TIME COMMITMENT

- o At least 3 to 5 hours per week, which includes time spent in meetings (see above)

BENEFITS

- o Use of office space; personal/professional development

HELPFUL SKILLS AND ABILITIES

- o Time management; public speaking; ability to interact positively and build effective working relationships with diverse populations of students, faculty, staff, and campus administrators; ability to communicate with tact and diplomacy
- o Basic understanding of legal concepts and parliamentary procedures

APPLICATION PROCESS

- o If interested, check the AS student government website: www.asicsulb.org/gov/vacancies
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- o Interview with ASI President
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Student Government: Elected Positions Overview

ACADEMIC SENATOR (STUDENT REPRESENTATIVE): ACADEMIC SENATE

- o Serves as a voting member of the Academic Senate. The Academic Senate of California State University, Long Beach ensures the effective exercise of the rights, duties, privileges and responsibilities of citizenship within the University and is the official representative body responsible to and acting for its constituents. It upholds, protects and enhances all the traditional rights of faculty, staff, students and administration. It formulates educational and academic personnel policies and participates in the resource-planning process and in the determination of administrative regulations and practices. It reviews policies, practices and procedures in matters of academic and professional concern and makes recommendations for implementing change.

ASSOCIATED STUDENTS SENATOR: AS SENATE/BOARD OF DIRECTORS

- o Serves as a voting member of the Associated Students Senate, representing the students within a particular college or the student community at-large. Senators also operate as the organization's board of directors and are responsible for all final fiduciary decisions.

EXECUTIVE OFFICER:

- o **ASI PRESIDENT**
- o **ASI VICE PRESIDENT**
- o **ASI TREASURER**

TRUSTEE-AT-LARGE: ISABEL PATTERSON CHILD DEVELOPMENT CENTER (IPCDC) BOARD OF TRUSTEES

- o Serves as a voting member of the Isabel Patterson Child Development Center Board of Trustees (IPCDCBOT), which is responsible for the oversight of an early childhood education and childcare program for the children of CSULB students and for the children of alumni, staff, faculty and community members as space permits. Trustees are elected by the AS Senate.

TRUSTEE-AT-LARGE: ASI MEDIA BOARD OF TRUSTEES

- o Serves as a voting member of the ASI Media Board of Trustees (ASIMBOT), which assists in the development and maintenance of strong, independent and responsible vehicles for free expression. The ASIMBOT works to insulate ASI student media from political and budgetary constraints on the part of organized interest groups, while ensuring that it remains accountable to the student body as a whole. Areas under the purview of the ASIMBOT include but are not be limited to editorial operations, broadcast operations and media development. Trustees are elected by the AS Senate.

TRUSTEE-AT-LARGE: UNIVERSITY STUDENT UNION (USU) BOARD OF TRUSTEES

- o Serve as a voting member of the University Student Union Board of Trustees (USUBOT), which is responsible for the oversight of the facilities, services and programs of the University Student Union (USU) and Student Recreation & Wellness Center (SRWC). Trustees are elected at-large.

**REFER TO “PART II: ELECTED POSITIONS”
FOR DETAILED INFORMATION ON THESE ROLES**