

# ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

## EXECUTIVE OFFICER POSITION DESCRIPTION AND DUTIES

### EXECUTIVE OFFICERS

#### President

1. The President shall be the chief executive officer of the Association elected by the Association membership.
2. Powers and Duties of the President:
  - a. Serves as the official representative of the Association.
  - b. May propose legislation to the A.S. Board of Directors.
  - c. Chairs the Executive Committee.
  - d. Makes appointments to committees and boards for the Association, with the consent of the A.S. Board of Directors by a 2/3 vote.
  - e. Serves as a member of the AS Board of Directors
  - f. Vote on actions or decisions taken by the AS Board of Directors.
3. Term of Office: The President shall be elected during the Spring Semester, shall assume office at the last A.S. Board of Directors meeting of the Academic year and shall serve until the last A.S. Board of Directors meeting of the following year.

#### Appointments by the President

- a. Academic Policies Committee (1 student)
- b. Alcohol and Other Drug Abuse Prevention Committee (3 students)
- c. A.S. Board of Finance (1 student)
- d. A.S. Board of Directors Vacancies
- e. A.S. Elections Committee (3 students)
- f. A.S. Event Funding Board (3 students)
- g. A.S. Graduate Pledge Alliance (2 Students)
- h. A.S. Lobby Corps (3 student)
- i. A.S. Presents (2 students)
- j. A.S. Student Affairs Advisory Committee (2 students)
- k. Faculty Awards Committee (1 student)
- l. Fields Oversight Committee (1 student)
- m. HSU Advancement Foundation (1 student in consult with HSU President)
- n. HSU Sponsored Programs Foundation (1 student)
- o. Humboldt Energy Independence Fund (HEIF) Committee (2 students)
- p. Instructionally Related Activities Committee (2 students)
- q. Integrated Curriculum Committee (2 students)
- r. Intercollegiate Athletic Advisory Committee (1 student in consult with HSU President)
- s. International Advisory Committee (1 student)
- t. Services to Students with Disabilities Advisory Committee (1 student)
- u. Sexual Assault Prevention Committee (1 student)
- v. Student Fee Advisory Committee (3 students)
- w. Student Grievance Committee (1 student)
- x. Student Health Center Advisory Committee (2 students)
- y. University Center, Business Enterprise Board (1 student)

- z. University Senate (1 student)
- aa. University Space and Facilities Advisory Group (1 student)

Additional Committee/Board Memberships of A.S. President by position that may be delegated to a designee with Board of Directors approval:

- a. Faculty Affairs Committee
- b. Student Fee Advisory Committee
- c. University Leadership Board of Directors
- d. University Resource and Planning Committee

Additional Committee/Board Memberships of A.S. President by Position:

- a. A.S. Board of Finance
- b. A.S. Campus/Community Service Scholarship Committee
- c. Honorary Degree Nominating Committee
- d. Instructionally Related Activities Committee (Chair)
- e. University Center Board of Directors
- f. University Center, Business Enterprise Board
- g. University Leadership Board of Directors
- h. University Senate

A.S. Board of Directors Appointments by President

- a. A.S. Vice President & Board of Directors' Vacancies
- b. A.S. Elections Commissioner
- c. A.S. Presents Representative
- d. A.S. External Affairs Representative

**Administrative Vice President**

1. The Administrative Vice President shall be the chief fiscal advisor to the President.
2. Duties of the Administrative Vice President:
  - a. The Administrative Vice President shall chair the Board of Finance.
  - b. The Administrative Vice President shall assume the duties of the President during the President's absence.
  - c. The Administrative Vice President shall sit on the Executive Committee.
  - d. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - e. Serves as a member of the AS Board of Directors.
  - g. Vote on actions or decisions taken by the AS Board of Directors.

Appointments by the A.S. Administrative Vice President

- a. Associated Students Lobby Corps (1 student)
- b. Constitution & Bylaws Committee (1 student)(two-year term)
- c. Diversity Program Funding Committee (1 student)
- d. Graduate Pledge Alliance (4 students)
- e. Humboldt Energy Independence Fund Committee (2 students)
- f. HSU Sponsored Programs Foundation (1 student)
- g. Instructionally Related Activities Committee (1 student)
- h. President's Advisory Committee on Sustainability (1 student)
- i. Student Grievance Committee (1 student)

- j. Student Health Center Advisory Committee (1 student)
- k. University Resource and Planning Committee (1 student)

Additional Committee Memberships of A.S. Administrative Vice President by Position that may be delegated with Board of Directors approval

- a. Humboldt Energy Independence Fund Committee

Additional Committee/Board Memberships of A.S. Administrative Vice President by Position

- a. A.S. Events Funding Committee (Chair)
- b. Instructionally Related Activities Committee

**Legislative Vice President**

1. The Legislative Vice President shall be the chief legislative assistant to the President.
2. Duties of the Legislative Vice President/Chair of the Associated Students Board of Directors:
  - a. The Legislative Vice President shall chair the A.S. Board of Directors and may vote on actions or decisions taken by the AS Board of Directors when such a vote will affect the outcome.
  - b. The Legislative Vice President shall be responsible to receive information from Associated Students committee appointments.
  - c. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Code.
  - d. The Legislative Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - f. Serves as a member of the AS Board of Directors.

Appointments by the A.S. Legislative Vice President

- a. A.S. Board of Finance (2 students)
- b. A.S. Campus/Community Scholarship Committee (1 student)
- c. A.S. Earth Week Planning Committee (2 students)
- d. A.S. Elections Commission (2 students)
- e. A.S. Lobby Corps (1 student)
- f. A.S. Presents (1 student)
- g. A.S. Student Affairs Advisory Committee
- h. Environmental Health and Occupational Safety Committee (1 student)
- i. International Programs Screening Committee (1 student)
- j. Public Safety, Parking & Transportation Committee (1 student)
- k. Services to Students with Disabilities, Advisory Committee (1 student)
- l. University Senate, Appointments and Elections Committee (1 student)

Additional Committee/Board Memberships of A.S. Legislative Vice President by Position That May be Delegated to a Designee with Board of Directors Approval

- a. Academic Policies Committee
- b. Alcohol and Other Drug Abuse Prevention Committee
- c. Integrated Curriculum Committee
- d. Student Health Center Advisory Committee

Additional Committee/Board Memberships of A.S. Legislative Vice President by Position

None

### **Student Affairs Vice President**

1. The Student Affairs Vice President shall be the chief advisor on student affairs to the President.
2. Duties of the Student Affairs Vice President:
  - a. The Student Affairs Vice President shall chair the A.S. Student Affairs Advisory Committee.
  - b. The Student Affairs Vice President shall sit on the Executive Committee.
  - c. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - d. Serves as a member of the AS Board of Directors.
  - e. Vote on actions or decisions taken by the AS Board of Directors.

### **Appointments by the Student Affairs Vice President**

- a. A.S. Campus/Community Service Scholarship Committee (1 student)
- b. A.S. Earth Week Planning Committee (1 student)
- c. A.S. Graduate Pledge Alliance (4 students)
- d. A.S. Lobby Corps (1 student)
- e. A.S. Presents (2 students)
- f. A.S. Student Affairs Advisory Committee (2 students)
- g. Campus Climate Committee (1 student)
- h. International Programs Screening Committee (1 student)
- i. Public Safety, Parking & Transportation Committee (1 student)
- j. Service Learning/Community Engagement Advisory Committee (2 students)
- k. Sexual Assault Prevention Committee (1 student)
- l. Student Grievance Committee (1 student)
- m. Student Health Center Advisory Committee (2 students)
- n. University Senate (1 student)

### **Additional Committee/Board Memberships of A.S. Student Affairs Vice President by Position That May be Delegated to a Designee with Board of Directors Approval**

- a. Graduate Pledge Alliance Committee

### **Additional Committee/Board Memberships of A.S. Student Affairs Vice President by Position**

- a. A.S. Events Funding Committee
- b. A.S. Campus/Community Service Scholarship Committee
- c. University Center Board of Directors

### **Environmental Sustainability Officer**

1. The Environmental Sustainability Officer shall be the chief sustainability advisor to the President.
2. Duties of the A.S. Environmental Sustainability Officer:
  - a. The Environmental Sustainability Officer shall chair the Earth Week Planning Committee.
  - b. Serves as a member of the AS Board of Directors.
  - c. Vote on actions or decisions taken by the AS Board of Directors.

### **Additional Committee/Board Memberships of A.S. Environmental Sustainability Officer by Position That May be Delegated to a Designee with Board of Directors Approval**

- a. Humboldt Energy Independence Fund Committee
- b. President's Advisory Committee on Sustainability
- c. A.S. Executive Committee

Additional Committee/Board Memberships of A.S. Environmental Sustainability Officer by Position

- a. A.S. Graduate Pledge Alliance Committee
- b. Other HSU Sustainability Committees

**Social Justice and Equity Officer**

1. The Officer of Social Justice and Equity shall be the chief social justice and diversity advisor to the A.S. President.
2. Duties of the A.S. Social Justice and Equity Officer:
  - a. The A.S. Social Justice and Equity Officer shall sit on the Executive Committee.
  - b. Serves as a member of the AS Board of Directors.
  - c. Vote on actions or decisions taken by the AS Board of Directors.

Additional Committee/Board Memberships of A.S. Social Justice and Equity Officer by Position That May be Delegated to a Designee with Board of Directors Approval

- a. A.S. Executive Committee
- b. Diversity and Inclusion Campus Advisory Council
- c. Diversity Program Funding Committee
- d. Services to Students with Disabilities Advisory Committee

**ASSOCIATED STUDENTS  
OF HUMBOLDT STATE UNIVERSITY**

**BOARD OF DIRECTORS MEMBERS  
POSITION DESCRIPTION AND DUTIES**

**Associated Students Board of Directors**

1. The Associated Students Board of Directors (A.S. Board of Directors) shall be elected by the Association membership.
2. Membership: Membership on the A.S. Board of Directors shall consist of college-specific representatives, two at-large representatives, and one graduate student representative.
3. Powers and Duties of the Associated Students Board of Directors:
  - a. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Code and other policy papers. Per the AS Code:
    1. It is the responsibility of all members of the AS Board of Directors to attend all regular and special meetings of Board of Directors (AS Board of Directors meetings are on Monday's at 3 PM); and all meetings of the committees of which they are a member.
    2. Establish a minimum of two (2) office hours per week.
    3. Serve on at least one (1) AS Committee or University Committee.
    4. Serve as a liaison to at least one (1) program funded through the AS budget.
    5. Each Board of Directors member shall be responsible for attending each semester retreat and orientation.
    6. At least once per semester, College Representatives shall facilitate a College meeting, open to all students, faculty, and Dean within their respective Colleges.
    7. Submit a report prior to each Associated Students Board of Directors meeting.
  - b. Vote on actions or decisions taken by the AS Board of Directors.
  - c. To make appropriations from the treasury of the Association.
  - d. To approve standing rules of the Board of Directors and meeting calendar.
  - e. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.
  - f. To impeach any officer of the Association.
  - g. To call special elections.
  - h. To place legislative initiatives on the ballot by majority vote.
  - i. To elect a Vice Chair from its membership.
  - j. To maintain written records of the A.S. Board of Directors proceedings; Which shall be posted for the benefit of the members of the Association
  - k. To promote the use and development of programs funded by the Association.
  - l. To approve the annual budget.
  - m. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.
  - n. To approve Executive appointments by a 2/3 vote.
  - o. To create committees and ad-hoc committees and to empower those committees to accomplish goals set by the Board of Directors.