



*Associated Students, Inc.*

5154 State University Drive, Los Angeles, CA 90032

Phone: 323-343-4780 Fax: 323-343-6420

**ASI Executive Director**

The Associated Students, Inc. Executive Director (ED) acts on behalf of the Board of Directors on matters including but not limited to: fiscal management, student development, corporate safety, legal affairs, personnel and program management, strategic planning, policy and procedures development, and compliance. The Executive Director serves to develop continuity and cohesion within the Associated Students, Inc. to ensure timely and efficient transition for student administrations to ensure that ASI maintains its position as a leadership laboratory. The ED also performs the duties of the Associated Students, Inc. Operations Officer as provided for in the ASI Articles of Incorporation, Bylaws, and Codes of Procedures. Organize, manage, direct and supervise the corporate functions of the Associated Students, Inc. (Under the direction of the Board of Directors).

**PERCENTAGE OF TIME SPENT ON ESSENTIAL FUNCTIONS**

**STRATEGIC PLANNING: 25%**

- Pursue and create new networks to develop ASI policies and programs to benefit the student body population
- Executive Officer Training with President, ST, VPAG, VPF, CJ, VPA, and VPEAA
- Assist Executive Officers with satisfying their various committee charges
- Advise student directors on fiscal procedures affecting their respective budgets.
- Identify the problems and priorities of ASI.
- Makes recommendations and coordinates immediate and long term planning objectives and policy development for the Associated Students, Inc.
- Ensure ASI strategic plan is being incorporated and followed operationally and programmatically
- Develop vision/mission statements and put into practice a strategic plan that will empower students to their full leadership potential.
- Sensitive and responsive to the role of student involvement in University governance and ASI in particular.
- Coordinates staff, student, and University efforts to realize ASI's objectives as articulated by the ASI officers and Board of Directors.
- Campus Wide E-mails schedule promoting ASI.

**FISCAL MANAGEMENT: 20%**

- Assist in the formulation and preparation of the ASI budget, and establish and maintain sound fiscal and operational policies and procedures.
- Assists the external auditor with the annual audit and ensures that it meets the required deadline.
- Maintain comprehensive and accurate accounting and purchasing procedures.
- Ensure accounting and check processing efficiency within the organization.
- Ensure accepted accounting and fiduciary guidelines are followed.
- Keeps a quarterly updated list of ASI assets and properties.

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**POLICY AND PROCEDURES DEVELOPMENT: 15%**

- Maintain and publish up-to-date copies of the ASI Bylaws, Codes of Procedures, Committee Rules and Regulations and other official ASI documents of record.
- Responsible for all facets of the ASI personnel program including recruitment, placement, orientation, training, performance evaluation, salary schedules, classification, retention, discipline or dismissal and employee relations, including morale and grievances. Supervises and evaluate all paid employees and ensure their performance is consistent and of exceptional quality.
- Responsible for carrying out all personnel policies of the ASI and be knowledgeable of all University personnel policies.



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**PERSONNEL, STUDENT DEVELOPMENT, AND PROGRAM MANAGEMENT: 10%**

- Develop, implement and administer the programs, services and finances of ASI
- Administratively manage the operation of ASI programs and services
- Responsible for long-term policies regarding personnel, management as well as day to day management
- Coordinate activities, including social, cultural, and recreational with clubs and organizations.
- Manage the current work-in-progress

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**UNIVERSITY RELATIONS: 10%**

- Build long-term relationships in the interests of ASI –
  - Take steps necessary to ensure the ASI maintains good standing and cooperative relations with the University.
  - University Divisions: Student Affairs, Academic Affairs, Administration and Finance, ITS, & Institutional Advance
  - Auxiliaries: U-SU, Housing, Health Center, UAS, Cal State LA Foundation, and Alumni.

**COMPLIANCE: 10%**

- Implement of the policies, procedures, and programs adopted by the ASI Board of Directors
- Interpreting and educating students on A.S.I. fiscal policies, University policies, California Education Code and Title V of the State of California.
- Maintain up-to-date account and file records.
- Ensures that all investments comply with state laws and ASI policies.
- Serves as a reference person for all ASI personnel and BOD on all ASI policies and procedures.
- Legal review of ASI Bylaws and approval of amendments

**CORPORATE SAFETY: 5%**

- Provides reports to the Associated Students, Inc., President and other as needed and/or directed.
- Expected to assimilate and maintain the organizations institutional memory and to orient incoming officers, BOD members and committee members and staff on ASI history policies, procedures and methods.
- Business Continuity

**LEGAL AFFAIRS: 5%**

- Ensure the ASI's legal interests are protected and that the ASI Board of Directors is informed of pertinent laws, regulations, and policies.