



ASI COMMISSIONERS

REPORTS TO: ASI Vice President of Administration
Advised by: ASI Program Coordinator

REQUIREMENTS

- Commissioners shall have one-on-one meetings with the ASI Vice President for Administration (VPA)
- Commissioners are voting members of the Community Engagement and Outreach Committee (CEO) that meets bi-weekly throughout the academic year
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 10 consecutive working days at a time (including breaks)
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- Student leaders are on break during academic holidays and campus closures but must check email daily and be reachable by phone year-round during their term in office.

Deleted: <#>Commissioners are required to schedule and serve at least four "engagement hours" each week to facilitate the responsibilities and duties of their position¶

TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year.

POSITION SUMMARIES

The Elections Commissioner & Officials:

- The Elections Commissioner and Officials promote ASI leadership positions and recruit students to apply, as well as assist in the elections events.
- In collaboration with the Elections Committee (a joint team from ASI and U-SU), communicate all General Election involvement opportunities to the campus community
- Understand and uphold the guidelines and rules for the election as stated in the Election Code of Procedure (ASI policy 004)
- Serve on the Community Engagement and Outreach (CEO) committee and the Elections Committee
- The Elections Commissioner and Officials are ineligible to run for elected student leader positions in the year they serve in order to be impartial in the elections process.

Environmental Affairs Commissioner:

- Chairs the Environmental Policy Committee, a standing committee of ASI established to guide the organization's efforts to educate campus on sustainable practices and guide ASI's practices to be environmentally friendly
- Reports actions and recommendations of EPC to the Executive Cabinet and/or BOD



- Provides direction and content for a strategic marketing plan for promoting ASI sustainability initiatives
- Develops programs that create awareness around environmental issues
- Meets with the VPA to discuss environmental issues on campus and within the CSU System
- Serves on and recruits for the [Cal State LA Campus Sustainability Committee](#)
- Acts as liaison between the campus and the CSU System, in terms of advocating for sustainability

ASI Spirit Commissioner:

- Responsible for the creative direction and planning of events that foster campus community, builds school spirit, and creates opportunities for belonging
- Supports the recruitment of volunteers for the Screaming Eagles program
- Organizes and coordinates school spirit initiatives and programs
- Initiates crowd participation at school athletic events
- Develops and implements a schedule of spirit programs to be approved by the ASI CEO Committee
- Meets with the Athletics to ensure communication/collaboration between ASI and [Athletics](#)

Military Connected Representative:

- The Military Connected Representative shall be selected and recommended for appointment by the Veterans Resource Center staff and must meet the criteria to be associated as a military connected student
- Functions as ASI's direct contact with the [Veterans Resource Center](#)
- Represents the interests of student veterans to the ASI CEO Committee
- Supports student veteran services and promotes involvement opportunities to fellow student veterans
- Assists in the planning, execution, and assessment of (ASI funded) student veteran events
- Is responsible for monthly communication with the Director of the Veterans Resource Center, and/or designee
- Regularly attends Veterans Resource Center meetings

COMMITTEE INVOLVEMENT

- The Community Engagement and Outreach Committee (CEO) consists of the Commissioners, Military Connected Representative, and Elections Officials, are charged to serve as ASI's primary programming entity creating and coordinating a variety of events and activities that engage students in fun and meaningful ways with the purpose to create a strong campus community and foster a strong sense of belonging for Cal State LA students.

GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their



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accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.

Approved by ASI BOD –