

- shall report any discrepancies immediately to the ASI President/CEO and ASI Executive Vice President/Chief of Staff
- e. Represent ASI and act on behalf of California State University, East Bay students at all times
 - f. Uphold expectations, rules and responsibilities of the named position
 - g. Understand the time commitment for the named position
2. The Board of Directors
 - a. Determines ASI strategic objectives and governing policies
 - b. Assures that plans and programs are developed and implemented to meet those goals and objectives
 - c. Plans for the long-range financial stability of ASI
 - d. Safeguards the ASI assets
 - e. Conducts the business of the Board of Directors in an effective and inclusive manner
 - f. Identifies, recruits, and supports future officers and committee members
 3. The Executives
 - a. Will schedule regular meetings with the ASI Executive Director
 4. Members of the Student Government (i.e. Board of Directors and Senate)
 - a. Attend scheduled ASI Board of Director and/Senate meetings within expectations set in the Bylaws, Senate Constitution, and Committee Codes
 - b. Maintain accessibility for all CSUEB students through weekly office hours, regular communication, and weekly tabling or in-person student interactions
 - c. Will attend one-on-ones with the ASI Executive Vice President/Chief of Staff, or Point of Contact
 - d. Will meet regularly with their assigned ASI Advisor and/or Point of Contact
 - e. Become as well informed as possible on all agenda items; reading/reviewing attachments before each meeting
 - f. Contribute information and relevant opinions based on experience and knowledge

- g. Perform standing or special assignments given by the Board of Directors and/or Senate
- h. Serve on assigned standing committees and/or university-wide committees
- i. Support the activities, priorities, presence of ASI by promoting, recruiting, and cultivating students to become involved members of their ASI

Approved On: Wednesday, March 25, 2020

ASI President/CEO does hereby [] approves / [] refuses to approve this Letter of Understanding.



Daisy Maxion
ASI President/CEO

[Kabir Dhillon \(Apr 21, 2020\)](#)

Kabir Dhillon
*ASI Executive Vice President/Chief
of Staff*

Approved by: ASI Board of Directors 2019-2020

I have received, read, and understand the Qualifications, Functions, and Duties of an ASI Student Government Officer.

ASI Government Officer

Date

ASI President/CEO

Date

ASI Executive Vice President/Chief of Staff

Date

Disclaimer: This Letter of Understanding is meant to summarize expectations and responsibilities of ASI Student Government Officers, and does not replace the overriding responsibilities identified in the ASI Bylaws, Senate Constitution, Administrative Manual, Code of Conduct and/or any other governing ASI documents. Please refer to, understand and clarify as needed in the ASI Bylaws.

Revised On: Wednesday, March 25, 2020