

# **The Official Handbook for the Office of the ASB President**

Revised April 27, 2022

## **ARTICLE 1. Office of the ASB President**

### **SECTION 1.01 Office of the ASB President**

#### **(a) Name**

- (i) The name for this office shall be called “The Office of the ASB President.”

#### **(b) Establishment**

- (i) In compliance with Article I, Section 1 of the “*Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University*” this Handbook for the Office of the ASB President has been established.

#### **(c) Purpose**

- (i) To serve as the chief executive student government officer through leading strategic goals and initiatives, managing the internal affairs of the Board of Directors and representing the student body of Point Loma Nazarene University.

### **SECTION 1.02 ASB President**

#### **(a) Responsibilities**

- (i) Lead the creation and execution of strategic student government goals and initiatives.
- (ii) Manage the internal affairs of the Board of Directors, as outlined in Article V, Section 1 of the Constitution of the Associated Students of Point Loma Nazarene University.
  - 1. Prepare and distribute weekly business meeting agendas, as appropriate.
  - 2. Chair weekly business meetings of the Board of Directors.
  - 3. Meet regularly with each member of the Board of Directors.
  - 4. Hold the Board of Directors accountable to fulfill their responsibilities and to discover new ways to advance the work of their respective office.
  - 5. Establish and chair an ASB Board of Directors Diversity, Equity, and Inclusion Subcommittee.
- (iii) Represent the student body to administrators, faculty, staff, and other university constituencies.
  - 1. Meet regularly with the University President.
  - 2. Meet regularly with the Vice President for Student Life and Formation.
  - 3. Meet regularly with the Chief Diversity Officer.
  - 4. Meet regularly with the Dean of Students, as appropriate.

5. Coordinate with the University Provost to appoint an ASB officer or to personally act as the student representative and non-voting member of faculty meetings, as requested.
  6. Serve as the student government representative on various boards, committees and task forces, as requested.
- (iv) Coordinate with the Director of Multicultural and International Student Services to host a meeting with MOSAIC (Multicultural Opportunities for Students Actively Involved in Community) Leaders where the state of diversity, equity, and inclusion on campus is discussed and feedback on the work of the Board of Directors is requested.
  - (v) Serve as an ex-officio member of Student Senate.
    1. Attend weekly meetings as requested by the ASB Vice President.
    2. Deliver “The State of the Student Body Address” in the beginning of the fall semester outlining the proposed student government goals & initiatives to the university community.
      - (a) Coordinate logistics, planning and execution, in collaboration with the Office of the ASB Vice President and the ASB Office of Communications.
  - (vi) Serve as chief training officer for the Board of Directors.
    1. Oversee the training policies and procedures for all members of the Board of Directors to ensure adequate equipping and readiness.
  - (vii) Serve as a member of the Nazarene Student Leadership Association (NSLA) Steering Committee.
    1. Maintain regular communication with counterparts at sister Nazarene colleges and universities.
    2. Coordinate logistics for the January meetings of the NSLA Steering Committee on campus.
  - (viii) Oversee the planning and execution of the Sand Ceremony during New Student Orientation (NSO) and Commencement.
  - (ix) Provide proper management of the Office of the ASB President.
    1. Regularly check office email.
    2. Maintain regular posted office hours.
    3. Meet weekly with office staff, as appropriate
    4. Maintain a clean and professional office environment.
    5. Complete a weekly report, documenting all actions and records within the Office of the ASB President, as requested.
    6. Complete substantial hours of student government duties and tasks each week that enable weekly responsibilities to be fulfilled in addition to work that seeks to progress the Office of the ASB President.
  - (x) Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of Multicultural and International Student Services per semester.

- (xi) Complete and fulfill stipend review requirements after each quarter as requested by the Board of Review.
  1. Submit a written letter outlining accomplishments, duties and responsibilities as ASB President, as requested.
  2. Submit weekly reports, as requested.
  3. Complete peer evaluations, as requested.
- (xii) Complete an End of the Year Report, documenting all accomplishments and action items as ASB President and submit to the Board of Review prior to final stipend review, as requested.
- (xiii) Complete 5-10 hours of training with ASB President-elect.
- (xiv) The incoming President will be responsible for planning the upcoming year and running meetings for the incoming Board of Directors for a maximum of 20 hours a week on campus during the summer after the election.

### **SECTION 1.03 Office of the ASB President Staff**

#### **(a) Assistant to the ASB President**

- (i) Provide logistical and operational support to the management of the Office of the ASB President
- (ii) Manage the Student Government Suite.
  1. Purchase and maintain office supplies and equipment.
- (iii) Meet weekly with the ASB President, as requested.
  1. Review duties and responsibilities including completion of tasks and projects, as appropriate.
- (iv) Complete a weekly timecard to be approved by the ASB President and supervisor, as requested.
  1. Complete general ASB Student Government work, as requested.
  2. Complete an average of 4-6 hours of student government duties each week.
- (v) Complete a weekly timecard to be approved by the ASB President and supervisor, as requested.
  3. Complete general ASB Student Government work, as requested.
  4. Complete an average of 4-6 hours of student government duties each week.
- (vi) Work with the website manager under the office of the communications director.
  1. Meet weekly (or as needed) with other BoD assistants
  2. Provide all necessary information from the office of the President for the website.