Associated Students Inc.
Board of Directors: Appointment Application

“Students Working for Students”

Mission
The Associated Students, Inc. (ASI) at California State University Bakersfield exists to provide an official voice through which students’ opinions and issues may be expressed regarding University and statewide affairs. ASI seeks to assist in the protection of the rights and interests of individual students and the student body as a whole. ASI provides resources and programs that encourage leadership development and broaden social, education, political, and cultural awareness for the betterment of the students.

Board of Directors
The Board of Directors is essentially “students working for students.” The Board acts as advocates of students at California State University, Bakersfield; voicing their needs, wants and concerns both on-campus and off-campus. Each Director is elected or appointed as a representative of a school, initiative, or group on campus.

Some duties of each Director are to:
- Voice student opinion within their representing school
- Lobby on local, community, and statewide issues that pertain to students
- Sit on various campus committees as a student representative
- Attend and support clubs/organization events

Guidelines of each Director:
- Maintain a CSUB 2.5 grade point average/2.0 cumulative grade point average.
- Weekly Office Hours: 2-Hours
- Attend various campus meetings.

ASI Representative Team (ASI Reps)
The “ASI Reps” are student volunteers that help out the organization and do not have the same guidelines and duties as the Board of Directors, such as GPA requirements, office hours, etc. The “ASI Reps” sit on various campus meetings, help out in ASI events and help out in all of ASI’s initiatives as volunteers.

Please fill out this packet and submit it to the ASI Office located in the Student Union. Also, make sure to attend the weekly Friday Board of Directors meetings. These meetings are open to the public and are a great way of obtaining information on how to get involved on campus.
ASI Board of Directors Positions

Executive Board:

**President:** As the Chief Executive Officer of ASI, the ASI President oversees the ASI Board of Directors and is responsible for the operation, accountability and representation of the organization. The President shall provide the Board with strategic direction on policies, services and student-related issues that affect California State University, Bakersfield students.

**Executive Vice President:** The Executive Vice President is responsible for the coordination and internal management of ASI. In the absence of the President, the Executive Vice President shall vest the powers of and perform the duties of the President. The Executive Vice President shall also make recommendations to the President for all appointments to campus committees and be responsible for handling issues that pertain to a student’s education.

**Vice President of University Affairs:** The Vice President of University Affairs presides over the University Affairs Committee and is responsible for the coordination of the University Affairs Committee. The Vice President of University Affairs is responsible for handling issues that pertain to CSUB students.

**Vice President of External Affairs:** The Vice President of External Affairs presides over the External Affairs Committee and is also the official representative at the California State Student Association (CSSA) Conferences and is responsible for handling connections with outside University affairs.

**Vice President of Finance:** The Vice President of Finance presides over the Finance Committee and is responsible for the coordination of the Finance Committee. The Vice President of Finance approves all ASI expenditures from the ASI Budget and is responsible for the organization’s fiscal operations.

**Vice President of Programming:** The Vice President of Programming presides over the Programming Committee and is responsible for the coordination of the Programming Committee. The Vice President of Programming proposes diversified, cultural, and educational events that meet the interests and needs of all members of the student body.

Director Board:

**Upper Division Director:** The Upper Division Director represents the interests and needs of all Upper Division students on campus. Upper Division students are students who have 60 or more semester units/90 or more quarter units.

**Lower Division Director:** The Lower Division Director represents the interests and needs of all Lower Division students on campus. Lower Division students are students who have lower than 60 units/90 quarter units.

**Director of Arts & Humanities:** The Director of Arts & Humanities represents the interests and needs of all students whose major falls in arts and/or humanities.

**Director of Business & Public Administration:** The Director of Business & Public Administration represents the interests and needs of all students whose major falls in business and/or Public Administration.

**Director of Social Sciences & Education:** The Director of Social Sciences and Education represents the interests and needs of all students whose major falls in social science and/or education.

**Director of Natural Science, Mathematics & Engineering:** The Director of Natural Science, Mathematics & Engineering represents the interests and needs of all students whose major falls in Natural Science, Mathematics, and/or Engineering.

**Director of General Studies:** The Director of General Studies represents the interests and needs of all students taking general education courses.

**Graduate Director:** The Graduate Director represents the interests and needs of all graduate students.

**Antelope Valley Director:** The Antelope Valley Director represents the interests and needs of all students on the Antelope Valley Campus.

**Director of Special Projects/ Senior Project:** The Director of Special Projects/ Senior Project spearheads the senior program and organizes meetings and tasks for each member.

**Director of Corporate Structure:** The Director of Corporate Structure, in collaboration with the Executive Vice President, is in charge of making revisions or additions to the Codes, Policies, Procedures and By-Laws of the Corporation.

**Director of the Students-at-Large Program:** The Director of the Students-at-Large (SAL) Program oversees the SAL program and organizes meetings and tasks for each member.

**Director of Sustainability:** The Director of Sustainability is in charge of promoting and implementing sustainable projects on campus with approval from the ASI Board of Directors.

**Director of Diversity Affairs:** The Director of Diversity Affairs is in charge of promoting and implementing events that promote diversity on campus. The Director of Diversity Affairs will also be in charge of creating a Diversity Center on campus.

**Director of Housing:** The Director of Housing represents the interests and needs of all students living in housing and serves as a bridge of communication with RHA and ASI.

**Director of Facilities and Commercial Services:** The Director of Facilities and Commercial Services represents the interests and needs of all students that have concerns with issues involving classrooms, eating locations, study rooms, etc.
**Director of Community Affairs:** The Director of Community Affairs is in charge of community events/initiatives going on outside of CSUB that pertains to students.

**Director of Alumni Relations:** The Director of Alumni Affairs is in charge of working with the ASI Alumni liaison and representing ASI at Alumni meetings and functions.

**Director of Legislative Affairs:** The Director of Legislative Affairs, in collaboration with the Vice President of External Affairs, maintaining and organizing the ASI Lobby Corps team.

**Director of Club/Organization Outreach:** The Director of Club/Organization Outreach is in charge of maintaining connections with all CSUB clubs/organizations and fostering relationship and assistance to those clubs/organizations.

**Director of Budget Management:** The Director of Budget Management is in charge of organizing and disseminating information to CSUB students regarding each department budget structure.

**Director of ASI Informative Events:** The Director of ASI Informative Events is in charge of events that inform students of ASI and all the services that the organization provides.

**Director of Educational Events:** The Director of Educational Events is in charge of promoting educational events and initiatives, such as awareness of different ethnicities and cultures on campus.

**Director of Campus Pride:** The Director of Campus Pride is in charge of putting on events that spark student life on campus.

**ASI Office Staff:**

**Executive Director:** The ASI Executive Director supports the Board of Directors on fulfilling their goals and responsibilities in ASI.

**Administrative Coordinator:** The ASI Administrative Coordinator supports the ASI Executive Director and handles all clerical responsibilities and paperwork.

**Appointed, Liaison Positions:**

**Greek Liaison:** A student representative that represents the Greek Organizations.

**Student Athletics Advisory Committee Liaison:** A student representative that represents athletes.

**Student Union & Organizational Governance Liaison:** A student or faculty representative that represents the Student Union.

**Academic Senate Liaison:** A faculty representative that communicates all information pertaining to discussions held in Academic Senate meetings.

**Alumni Association Liaison:** A faculty representative that communicates all information pertaining to discussions held in the Alumni meetings.

**Campus Programming Liaison:** A student or faculty representative that informs the Board of future events on campus.

**Runner Liaison:** A student representative that represents the school newspaper.

**Student Recreation Center:** A student representative that represents the SRC and all the functions and events that the SRC promotes.
Associated Students, Inc. (ASI)
Committee Descriptions

Internal Affairs Committee:
The Internal Affairs committee is in charge of the organization’s internal structure and management. The committee is responsible for reviewing, researching, and making recommendations to the ASI Board of Directors on policy, code and By-law changes. The committee is also in charge of the freshman involvement program and is responsible for engaging and shaping in-coming freshman to become leaders on the CSUB campus. The committee is also in charge of drafting and implementing special projects on campus to give back to the CSUB faculty, staff, and community.

University Affairs:
The University Affairs committee is in charge of the organization’s involvement and connection with the different departments, faculty, and staff on campus. The committee is responsible for addressing all student concerns that pertain to the campus. The committee is also in charge of developing strategies and plans to create a Diversity Center on campus.

External Affairs Committee:
The External Affairs committee delegates the task of advocating for students at the local, state and federal level. The committee is responsible for representing and reporting to CSUB students legislative affairs that impact them as a student. The committee is also in charge of collaborating with outside agencies and businesses to promote campus and business initiatives as well as civic engagement opportunities.

Finance Committee:
The Finance committee is in charge of the organization’s budget. The committee is responsible for overseeing all charges that the organization undertakes and also gives funding support to CSUB clubs/organizations. The committee is also responsible for connecting with clubs/organizations so that the different campus clubs/organizations can apply for funding and all of ASI’s services.

Programming Committee:
The Programming committee is in charge of the organization’s programs and events on campus. The primary role of the committee is to promote and spark student life. By throwing student-oriented activities and events, ASI hopes to engage every student on campus. The programming committee is also in charge of developing and implementing diverse and multicultural events to create a diverse campus for all students.
Associated Students, Inc.
Application for Board of Directors Appointment

I. General Information

Name: ____________________________________________________________

Student ID #: ______________________________________________________

Address: _______________________________________________________________________

Phone Number: ____________________________ Cell Phone: ____________________________

E-mail Address: ___________________________________________________________________

Major: ______________________________ Minor/Concentration: __________________________

Areas of Interest: ___________________________________________________________________

Applying for Board Position: _________________________________________________________

Are you interested in the ASI Rep. Team? Yes No

Class Standing: (circle one) Freshman Sophomore Junior Senior Graduate

Housing Student? Yes No

Eligibility Verification

Do you currently have at least a CSUB 2.5 GPA? Yes No

Are you currently enrolled in at least 9 units? Yes No

Are you able to attend weekly Friday meetings at 3:15 to 5:00pm? Yes No

Are you able to attend sub-committee meetings Friday between 10:00am and 2:00pm? Yes No

Will your work or school schedule allow for participation at ASI events? Yes No

II. Committee Preference/Other Information

Directions: Please rank the following ASI committees in your order of preference with 1 = Most and 5 = Least.

_____ Internal Affairs (Rep. Team/Senior Project) _____ Finance (ASI Budget)

_____ External Affairs (Advocacy/External Relations) _____ Programming (ASI Events)

_____ University Affairs (Campus Issues)
III. Candidate Questions

1. How did you hear about ASI and the position that you are applying for?

2. How do you feel ASI enhances the university experience for students?

3. Tell us about your previous campus involvement. 
   i.e. Past Student Government, Clubs/Organizations, and community service.

4. How do you represent the students at California State University, Bakersfield?

5. What campus issues would you like to see the Associated Students address this year?

6. What personal strengths do you have which make you qualified for a student representative position?
7. Please list any additional information that may be relevant to your candidacy.

IV. Acknowledgement of Responsibilities

As an ASI member, I shall:
- Enroll in ASI General Studies 120 Class, Student Government.
- Maintain two-hour office schedules in the ASI office every week.
- Attend committee meetings and activities (these office hours are in addition to other committee meetings and activities).
- Attend the ASI Board of Directors meetings every week.
- Participate on one or more campus committees (per quarter/semester).
- Participate in one ASI Standing Committee, i.e. Internal, External, etc. (per week).
- Attend one club meeting (per quarter/semester).
- Meet with one academic administrator (per quarter/semester).
- Attend and participate at ASI events.

IV. Authorization

University policy prohibits the release of personally identifiable information for the educational records of students without their prior written authorization. Exceptions to this policy include:
- Release of such information to a specified list of officials with a legitimate educational interest in the record,
- The release of such information in response to a court order, health or safety emergency, or approved research project, or
- The release of public directory information, which has not been previously restricted by students.

I authorize Associated Students, Inc. at California State University, Bakersfield (CSUB) to access my academic transcript to verify my CSUB and overall grade point average, unit totals, and number of quarters at CSUB. I understand that this information will be obtained by the Executive Director of ASI.

I understand the purpose of this disclosure is to ensure that I comply with the minimum academic requirements established by the Corporation's By-Laws. I understand that this release will remain in effect as long as I remain a Board member of the Corporation, unless I submit a written revocation of this authorization.

___________________________________  _______________________________
Signature               Date

___________________________________          _______________________________
Print Full Name (First, Middle, Last)                   Student ID
Schedule: Please indicate what dates and times you are available.
* Friday Board Meetings are MANDATORY!

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Board Meeting</td>
</tr>
<tr>
<td>4:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quarter: _____ Fall _____ Winter _____ Spring
Associated Students, Inc.

Conflict of Interest Policy

I. NAME

This document shall be called the ASI Conflict of Interest Policy

II. PURPOSE

This policy is in effect in order to set guidelines regarding appropriate financial interest standards for auxiliary organizations

III. DATE OF EFFECTIVENESS

This policy is effective as of as approved by the ASI Board of Directors through SB.

IV. AMENDMENTS

This policy may be amended by a majority vote of the Internal Affairs Committee and the ASI Board of Directors.

V. GUIDELINES

VI. Conflict of Interest Policy for Associated Students Board Members and Managers

Associated Students is a California Nonprofit Public Benefit Corporation whose board members are elected to serve as the official governing body of the students of California State University, Bakersfield and to advance the welfare of California State University, Bakersfield students. The board members and management staff of the organization have a duty to conduct the affairs of Associated Students, Incorporated (ASI) in a manner consistent with such purposes and not to advance their personal interests. This conflict-of-interest policy is intended to permit the organization and its board members and managers to identify, evaluate, and address any real, potential, or apparent conflicts of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to Associated Students.

THE BASICS:

FULL DISCLOSURE. Board members and staff members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided at least once annually.
BOARD MEMBER ABSTENTION FROM DISCUSSION AND VOTING.
Board members who have an actual or potential conflict of interest shall not participate in discussions or vote on matters affecting transactions between the organization and the other group.

TIMING OF DISCLOSURE: All potential conflicts must be disclosed when they occur so that board members who are voting on a decision through the legislative process are aware that another member’s interests are being affected.

MEMBER ABSTENTION FROM DECISION-MAKING. Members who have an actual or potential conflict should not be involved in the decision-making process affecting such transactions.

1. Covered Persons

This policy applies to ASI board members and managers. Each Covered Person shall be required to acknowledge, not less than annually, that he or she has read and is in compliance with this policy.

2. Covered Transactions

This policy applies to transactions between the ASI and a Covered Person, or between the ASI and another party with which a Covered Person has a relationship. A Covered Person is considered to have a relationship with another party if:

   a) the other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law, or domestic partner;

   b) the other party is an entity in which the Covered Person has a material financial interest. This includes entities in which the Covered Person and all individuals or entities having significant relationships with the Covered Person own, in the aggregate, more than 10 percent; or

   c) the Covered Person is an officer, director, trustee, partner, member, or employee of the other party.

A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of a Covered Person may be seen as competing or at odds with the interests of ASI.

3. Disclosure, Refrain from Influence, and Recusal
When a Covered Person becomes aware of a proposed Covered Transaction, he or she has a duty to take the following actions:

a) immediately disclose in writing the existence and circumstances of such Covered Transaction to the ASI Board or Executive Director;

b) refrain from using his or her personal influence to encourage ASI to enter into the Covered Transaction;

c) physically excuse himself or herself from any discussions regarding the Covered Transaction except to answer questions, including board discussions and decisions on the subject.

In order to assist ASI in identifying potential Covered Transactions, each Covered Person annually shall complete a Conflict-of-Interest Questionnaire provided by ASI, and shall update such Questionnaire as necessary to reflect changes during the course of the year. Completed Questionnaires shall be available for inspection by any board member, the ASI Executive Director and may be reviewed by ASI legal counsel.

4. Standard for Approval of Covered Transactions

Associated Students may enter into a Covered Transaction where a) such Transaction does not constitute an act of self dealing, and b) the board determines, acting without the participation or influence of the Covered Person and based on comparable market data, that such transaction is fair and reasonable to ASI. The board shall document the basis for this determination in the minutes of the meeting at which the Covered Transaction is considered, and shall consult with ASI’s legal counsel as necessary to ensure that the Transaction does not constitute an act of self-dealing.

5. Administration of Policy

This policy shall be administered jointly by the Board and Executive Director, which shall be responsible for the following:

a) reviewing reports regarding the Conflict-of-Interest Questionnaires

b) receiving disclosures of proposed Covered Transactions

c) reviewing proposed Covered Transactions to determine whether they meet the above-described standard
d) maintaining minutes and such other documentation as may be necessary and appropriate to document its review of Covered Transactions

e) reviewing the operation of this policy and making changes from time to time as it may deem appropriate.

6. **Failure to Comply with Policies and Procedures**

a) Board of Directors who fail to comply with policies and procedures, as prescribed above, shall be charged with an allegation of conflict of interest and be subjected to proceedings before the Executive Committee. Consequence may include removal from office.

b) ASI Staff, who fail to comply with policies and procedures, as prescribed above, may have appropriate consequences applied by the Executive Director.
Conflict-of-Interest Questionnaire

Associated Students, Incorporated (ASI) requires each board member and ASI manager annually

1) to review the ASI Conflict-of-Interest Policy (the “Policy”);
2) to disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest; and
3) to acknowledge by his or her signature that he or she is acting in accordance with the letter and spirit of such Policy.

The information provided on this form shall be available for inspection by members of the Board, the ASI Executive Director, and ASI’s legal counsel, but shall otherwise be held in confidence except when, after consultation with the applicable board member or ASI manager, the Board determines that ASI’s best interest would be served by disclosure.

Please respond to the following questions to the best of your knowledge.*

1. Please list all businesses, corporations, partnerships, associations, departments, clubs, or other organizations of which you are an officer, director, trustee, partner, member, or employee, and describe your affiliation with such entity.

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

2. Please list all entities above in which you have a material financial interest as defined in the Policy. __________________________

3. Please list all business dealings that you, your family members, and/or entities listed in paragraphs 1 – 2 above have had with ASI in the past year.

   __________________________________________
   __________________________________________

4. Please list any proposed business dealings between ASI and you, your family members, and/or entities listed in paragraphs 1 – 2 above. Describe each such relationship listed and the actual and potential benefits as you can best estimate them.

   __________________________________________
   __________________________________________

5. Are you aware of any other relationships, arrangements, transactions, or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

   __________________________________________
   __________________________________________

I have received and read the Associated Students, Incorporated Conflict-of-Interest Policy. I am currently, and agree to remain, in compliance with the Policy.

___________________________________         _______________________________
Signature              Date

___________________________________          _______________________________
Print Full Name (First, Middle, Last)                   Student ID
Voluntary Authorization for Education Record Disclosure
University Policy

University policy prohibits the release of personally identifiable information for the educational records of students without their prior written authorization. Exceptions to this policy include:

a) release of such information to a specified list of officials with a legitimate educational interest in the record,
b) the release of such information in response to a court order, health or safety emergency, or approved research project, or
c) the release of public directory information which has not been previously restricted by the students.

Associated Students, CSU Bakersfield, Inc. Officers

I authorize Associated Students, Inc., CSU Bakersfield, to access my academic transcript to verify my CSUB and overall grade point average, unit totals, and number of quarters at CSUB. I understand that this information will be obtained by the Executive Director of ASI.

I understand the purpose of this disclosure is to ensure that I comply with the minimum academic requirements established by the Corporation’s By-Laws. I understand that this release will remain in effect as long as I remain an officer/director of the Corporation, unless I submit a written revocation of this authorization.

____________________________  ___________________________
Signature Date

____________________________  ___________________________
Print Full Name (first, middle, last) Student ID#
Associated Students, Inc.

Submission of Application and Acknowledgement of Responsibilities

Board of Directors:

- Enrollment in ASI General Studies 120 class, Student Government. ASI provides 1 unit of credit to members and the class will serve as a leadership component of ASI.
- Two scheduled office hours in the ASI office per week. These office hours are in addition to other committee meetings and activities.
- Attendance at weekly ASI meetings (Fridays at 3:15 PM)
- Participation on one or more campus committees (per quarter)
- Participation in one ASI Standing Committee (weekly)
- One club meeting (per quarter)
- One meeting with academic administration (per quarter)
- Attendance and participation at ASI events

I have reviewed the above responsibilities and acknowledge and agree to the requirements:

___________________________________         ____________________________
Signature               Date

______________________________________          _______________________________
Print Full Name (First, Middle, Last)                   Student ID
Associate Student Inc. of California State University, Bakersfield
Code of Ethics and Values

Preamble
The Associated Student Government of California State University, Bakersfield (ASI), hereinafter referred to as ASI and the Organization, is the official body representing undergraduate and graduate students' diverse issues, concerns, and needs at California State University, Bakersfield. We involve students in a productive partnership in governance of the University, promote the internal welfare and unity of the student community, further the goals of our university, and respond to the challenges of our society. To these ends, ASI has adopted this Code of Ethics and Values (hereinafter referred to as our Code) to (1) live out the mission espoused in our Constitution; (2) and establish basic standards of ethical behavior for personal and professional life. Every ASI representative is a signatory to the Code, which symbolizes a united pledge to abide by the Code's spirit and principles. The ten values enumerated in this Code represent ten equally-significant guiding ideals of the Organization, and representatives hold themselves and each other accountable for adherence.

Behavioral Standards and Values

1. As an ASI Representative, I value Honesty.
In practice, this value looks like:
   a. I express my genuine opinion on issues even if my view is unpopular.
   b. I only make promises that I genuinely believe I can keep.
   c. I disclose to the Parliamentarian my affiliations with any organization that is under the purview of ASI, or with any friends or groups that have substantial business with ASI.
   d. I abstain or recuse myself from the decision-making process in all situations in which the Parliamentarian has determined a conflict of interest, or when I believe that I cannot exercise impartial judgment.

2. As an ASI Representative, I value Fairness.
In practice, this value looks like:
   a. I seek out diverse ideas/opinions and reserve judgment until I have all of the relevant information.
   b. I treat all viewpoints with respect, even if I do not personally agree with them.
   c. I only take credit for work that I have done and acknowledge everyone who assists me in accomplishing tasks.
   d. I observe the established procedures detailed in the Constitution and Bylaws and demonstrate transparency in my decision-making process.

3. As an ASI Representative, I value Flexibility.
In practice, this value looks like:
   a. I am willing to re-evaluate a prior decision in light of unforeseen circumstances in order to uphold the fundamental mission of ASI.
   b. I adapt my communication style to the situation, and to accommodate the concerns of persons involved.

4. As an ASI Representative, I value Responsibility.
In practice, this value looks like:
   a. I seek to maintain integrity in both my public and private life.
   b. I can clearly articulate how my decision will advance the Organization's core values.
   c. I use ASI materials and resources solely for ASI-related activities.
   d. I take ownership for the decisions I make or fail to make, the actions I take or fail to take, and the consequences that result.
   e. I protect confidential information that has been entrusted to me.

5. As an ASI Representative, I value Communication.
In practice, this value looks like:
   a. I clearly convey messages and relay necessary information to fellow representatives as soon as possible.
b. I ask clarifying questions if I disagree or do not understand.
c. I actively seek feedback from a diverse range of students and promote the mission and goals of the Organization.
d. I only act on behalf of ASI or CSUB when I am authorized specifically to do so.

6. As an ASI Representative, I value Responsiveness.
In practice, this value looks like:
   a. I am available to all students and fellow representatives and keep them informed on ASI projects and events.
   b. I am ready to respond in a direct and respectful manner to issues that implicate the well-being, justice, and unity of our community.

7. As an ASI Representative, I value Collaboration.
In practice, this value looks like:
   a. I seek to work with others and divide responsibilities on tasks.
   b. I encourage new ideas and share all relevant information with others.
   c. I strive to reach a consensus that best serves the CSUB community.

8. As an ASI Representative, I value Commitment.
In practice, this value looks like:
   a. I continue to pursue worthy goals, regardless of their difficulty.
   b. I have a clear set of objectives, a general time-frame for accomplishment, and am willing to see difficult projects through to their completion.
   c. I make every effort to recommend potential services when I am unable to fulfill a request.

9. As an ASI Representative, I value Professionalism.
In practice, this value looks like:
   a. I prepare for meetings by reading the necessary materials and arriving on-time.
   b. I make guests at meetings feel welcome, and devote my full attention to their presentations.
   c. I speak respectfully, without profanity or sarcasm.
   d. I conduct myself in a professional manner, even when not reciprocated.
   e. I approach directly those persons with whom I have a conflict or disagreement.

10. As an ASI Representative, I value Service.
In practice, this value looks like:
   a. I make a concerted effort to assist my peers in any capacity.
   b. I focus on the needs of the greater student body before considering my personal interests.
   c. I understand my role as an ASI representative as service to the values articulated in our Constitution.

___________________________________  _____________________________
Signature       Date

_______________________________________ ________________________________
Print Full Name (First, Middle, Last)           Student ID
Board of Director:  
Commitment to the Organization

Your ability to be effective as a leader is very important to the organization. Expertise, reputation and support may have played a role in your being a board member. They alone do not make you a good student leader. There are a number of actions and practices which are generally considered to represent excellence in board service, including the following:

- Understanding the mission of the organization and helping to keep it current and relevant.
- Becoming familiar with the organization's basic governing documents.
- Staying current on campus trends.
- Staying current on business and societal (campus) issues that may affect the operation or mission of the organization.
- Attending board and committee meetings regularly.
- Actively contributing to the work of the board and the organization.
- Reading board and committee materials in advance.
- Asking questions at meetings on issues you don't understand.
- Offering suggestions and comments in a positive manner.
- Avoiding micromanaging or nit-picking.
- Being respectful of the management team and other directors.
- Being collegial; refraining from dominating meetings or personalizing debate.
- Supporting the chair in efforts to keep meetings moving.
- Keeping questions and comments relevant.
- Knowing key staff and their roles.
- Meeting periodically with the executive officers and the executive director.
- Getting to know the other board members.
- Attending functions of the organization.
- Being an advocate for the organization on campus and in the community.
- Engaging others in the work of the organization.
- When you have concerns about the organization or board or staff, raising them with sensitivity to the appropriate person (Organization President or Executive Director) and working to correct the problems.

Board Responsibility Expectations:

- Attend weekly ASI Board Meetings
- Attend weekly ASI Committee Meetings
- Contribute two office hours per week
- Contribute to the goals of the ASI Board
- Attend/Assist ASI events
- Attend one campus committee meeting per quarter

_________________________________  _____________________________
Signature       Date

_______________________________________   ________________________________
Print Full Name (First, Middle, Last)            Student ID