



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS**  
**Responsibilities and Expectations**  
**2020-2021**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

As an appointed member of the Santos Manuel Student Union Board of Directors, you must fulfill the following:

**Responsibilities:**

1. Attend Board and Committee meetings as assigned or otherwise appointed respective to your position.
2. Dedicate at least 10 hours per month to board activities.\*
3. Hold regularly scheduled office hours of at least 1.5 hours per week.\*
4. Miss no more than three (3) regularly scheduled board and/or committee meeting per year.
5. Adhere to open meeting law and conflict of interest regulations.
6. Attend the Board of Directors' annual retreat.
7. Perform as a committee chair or member on at least one committee, hold individual committee meetings, set agendas, and follow up on projects initiated and/or assigned as appropriate.
8. Submit monthly status reports on progress by the first of each month to the Chair and/or Vice Chair throughout your term\*.
9. In conjunction with other student board members, coordinate recruitment efforts for the following year's student representatives\*.
10. Notify the Santos Manuel Student Union Administrative Office and colleagues regarding changes or conflicts in scheduling.
11. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

\*Applies to Student Representatives only

In addition, you must fulfill the following:

**Expectations:**

1. Ensure that you act in the best interest of the students and the campus of California State University, San Bernardino.

2. Make an effort to keep a sufficient line of communication open between fellow officers, committees, and the organization.
3. Be knowledgeable of the Santos Manuel Student Union Bylaws, Articles of Incorporation, committee responsibilities, and the role they play within the organization.
4. Support the efforts of the Santos Manuel Student Union as a whole, while maintaining interaction with other Santos Manuel Student Union programs/activities.
5. Fulfill your general and specific job requirements, trying to avoid mistakes to the best of your ability, but owning up to them if they occur with honesty and assertiveness.
6. Resign in the event that you are unable to fulfill your job requirements due to personal trauma, health, academics, or commitment to other co-curricular activities.

**Incentive Requirements:**

In order to receive the monthly incentive, you must:

1. Adhere to all responsibilities and expectations as outlined above.
2. Complete each semester with a 2.5 GPA and maintain a cumulative 2.5 GPA while a member of the Board.
3. Be regularly enrolled in at least six undergraduate units or three graduate units each semester
4. Be in good standing with the University in regards to both academics and student conduct.
5. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

My signature below indicates that I have read and understand the Santos Manuel Student Union Board of Directors' Responsibilities and Expectations statement and I will abide by it and its provisions. My failure to fulfill the responsibilities as outlined may result in my removal from the Santos Manuel Student Union Board of Directors.

***Please initial one box:***

\_\_\_\_\_ I accept the monthly incentive all will abide by the requirements. I understand that the incentive will be revoked if I do not fulfill the Incentive Requirements listed above.

\_\_\_\_\_ I wish to decline the monthly incentive; however, I understand that I must abide by the Incentive Requirements listed above. I understand that I can accept the monthly incentive while I serve upon the Board if I so choose by completing a new Responsibilities and Expectations form.

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SMSU Executive Director's Signature

\_\_\_\_\_  
Date