

**ASSOCIATED STUDENTS, INCORPORATED**  
**California State University, San Bernardino**  
**Policy and Job Duties for Director of External Affairs**  
**Per BD 46-15 on June 2, 2015**

*Purpose:* The purpose of this policy is to establish the duties, selection process, and selection committee for the Director of External Affairs.

*Mission:* The mission of the ASI Director of External Affairs is to provide qualified individuals to support in the advocacy efforts on behalf of CSUSB students at the local, state, and federal level.

1. Selection and Appointment Procedures.

- a. Candidates must fill out and submit an application by which the outgoing Director of External Affairs will review and forward qualified applicants to the selection committee.
- b. The selection committee will be comprised of the Director of External Affairs, ASI Executive Director or Designee (non-voting), Current ASI President, (1) Lobby Corps Member, (1) ASI Board member, ASI President elect and the Director of Executive Affairs or Designee. The Board of Directors will confirm appointments to this committee.
- c. The selection committee will be chaired by the Director of External Affairs. Each member will have one vote with the chair voting in the case of a tie.
- d. The selection committee will forward recommendations to the Executive Director who will make the final selection.

2. Responsibilities

- a. Shall serve as a key advocate alongside the ASI President and represent CSUSB students on all matters at the local, state, and federal level.
- b. Responsible for both the recruitment and recommendation of students to the Lobby Corps Committee, as well as chair the Lobby Corps, Committee.
- c. Has the sole responsibility of analyzing, informing, and recommending the position that the ASI Board of Directors should take on local, state, and federal legislative proposals.
- d. Responsible for attending all California State Student Association board meetings and report to the ASI Board of Directors.
- e. Engage students by coordinating events to increase student voter participation.
- f. Responsible for informing students on local, state, and federal legislature that will affect their experience while at CSUSB.
- g. Will submit bi-weekly reports to the Executive Director.