

## 2009 Campus Election

### Student Union Assembly Officers Position Descriptions

#### Chair: Powers, Duties and Responsibilities

- a. Leader and principal spokesperson of the Student Body.
- b. Chair the meeting of the Assembly.
- c. Ensure cohesive and effective interaction within the Assembly and the campus.
- d. Act as an ex-officio, non-voting member of all SUA committees, subcommittees, and task forces.
- e. Required to hold weekly office hours at the SUA office.
- f. Attend weekly officer meeting(s) to ensure communication and collaboration.
- g. Work in collaboration with the other officers, business manager, committees, subcommittees and taskforces to create a budget for the following academic year which must be approved by the SUA in spring (Article VII, Section A).
- h. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- i. Carry out any other duties set forth in this constitution, the bylaws and/or as assigned by the Assembly.

#### Internal Vice Chair: Powers, Duties and Responsibilities

- a. Primarily responsible for the internal operations of the Student Union Assembly.
- b. Helps to coordinate the campus-wide internal campaigns in coordination with the Organizing Director and any other applicable SUA officer, intern, committee, subcommittee, task force, campus organization or campus unit.
- c. Acts as substitute for the Chair in his/her absence
- d. Serves as chair of the Student Committee on Committees.
- e. Assists the Chair in carrying out SUA directives.
- f. Coordinates student participation on all campus-wide committees, boards, and task forces including all academic senate and administrative committees.
- g. Required to hold weekly office hours at the SUA office.
- h. Attends weekly officer meeting(s) to ensure communication and collaboration.
- i. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- j. Carryout any other duties as set forth in this constitution, the bylaws, and/or as assigned by the Assembly and/or Chair.

#### External Vice Chair: Powers, Duties & Responsibilities

- a. Represents the SUA to the University of California Student Association (UCSA).
- b. Represents the SUA to the United States Student Association (USSA).
- c. Helps to coordinate the UCSA and USSA external grassroots organizing campaigns in coordination with the Organizing Director and any other applicable SUA officer, intern, committee, subcommittee, task force, campus organization or campus unit.
- d. Assists the Chair in coordinating advocacy efforts on behalf of student interests.
- e. Represents the Student Union Assembly to off-campus entities as delegated by the Chair or the

Assembly.

- f. Required to hold weekly office hours at the SUA office.
- g. Attend weekly officer meeting(s) to ensure communication and collaboration.
- h. Prepare a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- i. Carryout any other duties as forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.

#### Commissioner of Academic Affairs: Powers, Duties & Responsibilities

- a. Establishes and maintains communication with the UCSC and systemwide Academic Senate and all undergraduate academic related programs.
- b. Shall and inform and represent the SUA on matters of academic policy.
- c. Shall act as the representative to the Academic Senate on the Committee on Educational Policy.
- d. Shall provide for periodic polls and information surveys to assess student concerns.
- e. Required to hold weekly office hours at the SUA office.
- f. Attends weekly officer meeting(s) to ensure communication and collaboration.
- g. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- h. Carryout any other duties as set forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.

#### Organizing Director: Powers, Duties, and Responsibilities

- a. Primary student government organizer on internal and external campus issues.
- b. Organizes and recruits students to attend programming sponsored by the Student Union Assembly.
- c. Creates and maintains contact with student organizations and the Student Body at large.
- d. Primary coordinator of campus-wide campaigns, UCSA campaigns and USSA campaigns.
- e. Attends weekly officer meeting(s) to ensure communication and collaboration.
- f. Required to hold weekly office hours at the SUA office.
- g. Makes and facilitates connections between campus movements/issues and those of the UC system as a whole.
- h. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- i. Carryout any other duties as set forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.

#### Commissioner of Diversity: Powers, Duties, and Responsibilities

- a. Maintains communication with resource centers, resource center directors, student organizations, Ethnic Student Organization Council (ESOC), Disability Resource Center (DRC), STARS, Educational Opportunity Program (EOP), and the retention and outreach student organizations.
- b. Chairs the Diversity Commission.
- c. Helps coordinate all programming that deal with issues of diversity.
- d. Maintains communication between the SUA, campus units, and administrators that deal with issues of diversity, which include, but are not limited to, Hate/Bias and Title IX.
- e. Track diversity statistics with regard to enrollment, retention, dropout rates and academic standing.
- f. Attend weekly officer meeting(s) to ensure communication and collaboration.

- g. Required to hold weekly office hours at the SUA office.
- h. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement
- i. Carryout any other duties as forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.

#### College Representatives: Powers, Duties, and Responsibilities

- a. Represent and express the student voice and concerns of students in their respective college or organization.
- b. Required to hold weekly office hours.
- c. Sit on and participate in at least one SUA committee.
- d. Prepare a monthly report to the SUA Chair that gives an update on the happenings of the college or organization which they represent.
- e. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- f. Carryout any other duties as set forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.