

SENATE BILL
[NUMBER - *SB-F22-013*]

PRIMARY AUTHOR(S)	Mufida Assaf (ASUCR President) Vivek Patel (ASUCR Community Service Director)
SECONDARY AUTHOR(S)	Jeanine Nassar (VPCIA) Myra Usmani (EVP)
SPONSOR(S)	Aalani Richardson (President Pro Tempore)

TITLE	Updating ASUCR Community Service Director
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BACKGROUND

Bylaws were changed in order to add the Community Service Director's oversight to the Community Service Committee, as well as to emphasize the importance of working with local community service organizations to ensure a better Riverside.

CHAPTER IX
President

Section 4. Office Structure

A. The duties of the ASUCR Chief of Staff shall be to-

- a. Serve as assistant to the President;
- b. Assist the President in appointing an Executive Secretary, Community Service Director, and First Year Fellows for the Office of the President;
- c. Oversee the actions of the ASUCR staff;
- d. Manage the President's schedule;
- e. Oversee the First-Year Fellowship Program and serve as the chair of First-Year Fellowship meetings;
- f. Provide weekly reports to the President with the updates of the First-Year-Fellowship Program;
- g. Keep a record of the First Year Fellow's office hours;
- h. Manage the flow of information between the Executive Cabinet and the President;
- i. Respond on behalf of the ASUCR President to emails, phone calls, texts, or any other forms of correspondence, when requested;
- j. Perform any other Chief of Staff duties requested by the President.

B. The duties of the ASUCR Executive Secretary shall be to:

- a. Record minutes at all Executive Cabinet Meetings;
- b. Perform any typing, collating, securing reservations, proof-reading, or other clerical duties;
- c. Research, gather, store, and distribute information as prescribed by the ASUCR President;
- d. Coordinate with the Chancellor and ASUCR staff to plan the annual Senior BBQ;
- e. Keep a copy of all minutes;
- f. Perform any other assistant duties requested by the President or members of the Executive Cabinet.

C. The duties of the ASUCR Community Service Director shall be to:

- a. Manage communications with community service programs;
- b. Collaborate with community service organizations, UCR and Riverside community service organizations and assign an ASUCR representative to ensure an ongoing and healthy relationship;
- c. Facilitate meetings between Riverside community service organizations and ASUCR;
- d. Serve as the Chair of the President's Commission on Fair Housing and Neighborhood Relations
- e. Coordinate community service programs;
- f. Report to the ASUCR Chief of Staff;
- g. Perform all other duties as prescribed by the President or the Chief of Staff.
- h. Oversee the Community Service Committee, which will help the Community Service Director plan and execute community service events for either UCR or Riverside's local communities.

D. The Community Service Committee

- a. Shall consist of a minimum of four (4) members, with no limit on the maximum number of members. Three (3) members shall be appointed by the Community Service Director in conjunction with the President. One member shall be the Community Service Director, serving as Chair. The Committee will be responsible for facilitating community engagement, collaboration, and projects with UCR and Riverside community service organizations, with a focus on serving underrepresented and financially disadvantaged populations on the UCR campus and surrounding Riverside communities.

E. The duties of the ASUCR Organizations Relations Chair shall be to:

- a. Act as the official liaison between Student Life organizations/clubs and ASUCR Office of the President;

- b. Manage communications between ASUCR Office of the President and Student Life;
- c. Attend Organization Cluster meetings as an official ASUCR Representative;
- d. Facilitate meetings between Student Life Staff and ASUCR;
- e. Report to the ASUCR Chief of Staff;
- f. Perform all other duties as prescribed by the President or the ASUCR Chief of Staff.

F. The duties of the ASUCR President First Year Fellows shall be:

- a. Adhere to Chapter XXXIV of the ASUCR Bylaws;
- b. Report to the ASUCR Chief of Staff;
- c. Participate in any committees they are assigned to by the President or Chief of Staff;
- d. Perform any other duties given by staff serving in the Office of the President

Updated Spring 2016

Updates Spring 2017

Updated Winter 2018

Updated Winter 2020

Updated Spring 2020

Updated Spring 2021

Myra Usmani

Executive Vice President

SUBMITTED ON - *November 7, 2022*

COMMITTEE APPROVED ON - *November 7, 2022*

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