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President

Full year ELSA: \$2,800 per term; Half year (after 4 weeks) ELSA: \$1,400 per term

The President's role is that of the executive leader. They serve to make sure that ASPSU maintains retention and strong internal correspondence while working on projects they might have as their personal goals. They create the goals that the entire ASPSU student government shall act upon and support. The President works to promote and enrich the student's experience of Portland State University. The President's role is broadly any action which supports the students of Portland State University as a legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees.

Responsibilities:

- Act as the official representative of the student body, both within the University and the larger community.
- Assume responsibility for the proper functioning of all governance processes of ASPSU and must establish policies and procedures in accordance with this Constitution.
- Establish and publish their goals and objectives by the first fall meeting of the Student Senate.
- Responsible for the publication of an annual quarterly compilation of Student Senate resolutions, Constitution and Judicial Review Board rulings, Student Fee Committee rules and procedures, and all other rules, policies, and procedures of ASPSU affecting the student body including quarterly reporting on OSA activity and decisions with a focus on benefits to PSU students. The President along with the executive staff and judicial review board are responsible for the ASPSU Annual Election.
- Act in the interests of the students first.
- Read and respond to ASPSU relate emails within 48 business hours
- Will work with the Legislative Affairs Director to plan and prepare for OSA board meetings including coordination of monthly travel logistics for all meetings.

Board/Nomination/Hiring Duties

- Must appoint officers of the Student Fee Committee and Subcommittees within two weeks of taking office and furthermore the president along with the executive staff and judicial review board shall outline a division of responsibility by November 30th or the last senate meeting in fall (whichever comes first) subject to the approval by the senate. This group of people shall be known as the elections board.
- Serve on the Board of the Oregon Student Association and shall be responsible for designating a second student, excluding the Vice President, to represent ASPSU on the OSA Board. The president may nominate members to other vacant positions on the OSA boards subject to approval by the senate.
- Select staff necessary to implement student government projects, and must be responsible for all personnel decisions regarding such staff, henceforth known as the Executive Staff.
- Establish a written agreement, subject to approval by the Student Senate, for each salaried or appointed position prior to hiring for the position, which clearly outlines its duties and responsibilities.
- Create Ad hoc committees as deemed necessary.
- Responsible for coordinating outreach to the students of Portland State University and the

- Recruitment of students necessary to carry out the purposes of ASPSU, including the appointment of student representatives to All University Committees as well as other University committees whose actions may affect members of ASPSU.
- Form an Elections Board composed of executive staff and judicial review board members as agreed upon, as specified by the Constitution, and must establish the necessary guidelines and procedures for ensuring fair elections with the widest possible participation by members within the Association, and must carry out elections as specified by the Constitution, or delegate these responsibilities to a member of the executive staff on the Elections Board.
- The office of the President of ASPSU may be held, as long as the requirements set forth in this Constitution are satisfied, for a maximum of two academic years.

Expectation of time: (20 hours per week)

- Attend weekly executive staff meetings
- Attend bi-monthly senate meetings
- Trainings, creation, facilitation, attendance and participation.
- Outreach to students across campus in all capacities
- Research including the understanding of Robert's Rules of Order, budget maintenance, and any necessary preparations for meetings
- Implementation and/or delegation of campaigns
- Formation of Ad-hoc committees and/or delegation of the creation of their governance
- Review of governance structures within ASPSU
- Creation of goals and strategic plans for campaigns as well as ASPSU as a whole
- Publication of annual quarterly compilation of Student Senate resolutions, Constitution and Judicial Review Board rulings, Student Fee Committee rules and procedures, and all other rules, policies, and procedures of ASPSU affecting the student body
- Nomination/Hiring of relevant positions
- Attend OSA board meetings

Vice President

Full year ELSA: \$2,400 per term; Half year (after 4 weeks) ELSA: \$1,200 per term

The Vice President's role is to make sure that ASPSU maintains retention and strong internal correspondence while working on projects they might have as their personal goals. The vice president works hard to promote and enrich the student's experience of Portland State University. The Vice President's role is any action which supports the students of Portland State University as a legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees.

Duties and Responsibilities:

- Responsible for monitoring the actions, proposals, policies, and procedures of all local, state, and other governing bodies that may affect the members of the Association.
- Responsible for monitoring the administrative and academic responsibilities and procedures of the University for their impact on individual members of the Association and on the activities of the ASPSU organization.
- Assume all duties pertaining to the office of ASPSU President if the President is unable to perform those duties.
- Support duties and acts as a link between the president and the executive cabinet assisting, training and developing the ASPSU leadership
- Act as liaison between the administration as a whole and ASPSU
- Act to coordinate OSA activities in relation to ASPSU campaigns and communicate needs between OSA staff and ASPSU Executive Committee.
- Work with Legislative Affairs Director to provide support and planning for OSA/ASPSU GOTV (Vote OR Vote) campaign and act to maintain accountability related to ASPSU functions of campaign.
- Responsible for coordinating efforts of the ASPSU government along with the President
- Responsible for ensuring that the president is able to perform their duties as described.
- Review the judicial review board once every quarter and report this to the senate
- Together with the president act as the official representative of the student body, both within the University and the larger community.
- Together with the president assume responsibility for the proper functioning of all governance processes of ASPSU and must establish policies and procedures in accordance with this Constitution.
- Together with the president establish and publish their goals and objectives by the first fall meeting of the Student Senate.
- Along with the President, executive staff and judicial review board are responsible for the ASPSU Annual Election.
- Act in the interests of the students first.
- Read and respond ASPSU relate emails within 48 business hours

Expectation of Time: (20 hours per week)

- Attend weekly executive meetings
- Attend biweekly senate meetings
- Attend AUC's meeting

- Attend executive committees meetings when necessary
- Attend J-board meeting
- Training, creation, facilitation, attendance and participation
- Support and monitoring of the implementation of goals as outlined by the president
- Outreach to students across campus in all capacities
- Research including the understanding of Robert's Rules of Order, budget maintenance, and any necessary preparations for meetings
- Implementation and/or delegation of campaigns
- Review of governance structures within ASPSU
- Creation of goals and strategic plans for campaigns as well as ASPSU as a whole

Student Fee Committee Chair

Full year ELSA: \$2,400 per term; Half year (after 4 weeks) ELSA: \$1,200 per term

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending Student Fee allocations to ASPSU and the University President.

Responsibilities:

- Serves as Chair to the Student Fee Committee
- Serves as student fee representative to the University Administration
- Responsible for assuring overall operations of the Student Fee Committee, including processing budget requests, processing reserve requests, and implementing student fee guidelines
- Reports to Senate at Senate meetings
- Coordinate with OSA on issues related to student fees and assign or coordinate student fee committee member attendance or testimony in matters relevant to student fee autonomy.
- Perform and supervise liaison assignments
- Meets with liaison areas no less than once each quarter, and maintain regular correspondence via email.
- Coordinate training meetings for SFC Members
- Attend annual SALP coordinator training session
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines
- Assure communication of important SFC information to the student body Coordinate budget school
- Provide reports on liaison areas in the first four weeks of Fall quarter
- Review the record of the previous year's SFC and determines if there are any lingering concerns that will need to be addressed by the SFC. Depending on the results of the review, the Chair might establish working groups of three members each responsible to providing extra attention to a particular budget or policy.
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond ASPSU relate emails within 48 business hours

Expectation of Time: (20 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Exec Meetings: Attendance and participation
- Advisory board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation of agendas, branch reports, annual reports, compilation of public documents, review of minutes, timesheet maintenance, providing documents from and to programs
- Outreach: Increasing awareness of the student fee and how students interact with it
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documents.

Student Fee Committee Vice Chair

Full year ELSA: \$2,000 per term; Half year (after 4 weeks) ELSA: \$1,000 per term

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending Student Fee allocations to ASPSU and the University President.

Responsibilities:

- Serves as a representative on the Student Fee Committee and the ASPSU Student Senate
- Responsible for allocating the student fee each year -
- Serves as a student fee representative to the University Administration -
- Meets with liaison areas no less than once each quarter, and maintains regular correspondence via email.
- Attend SFC training sessions as scheduled
- Sit on at least one All University Committee and attend meetings as assigned
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines
- Provide reports on liaison areas in the first four weeks of Fall quarter
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond ASPSU relate emails within 48 business hours

Expectation of Time: (11-19 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Advisory Board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours/outreach: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation and maintenance of minutes/meeting records, assisting Chair with other administrative duties, review of minutes, timesheet maintenance, providing documents from and to programs
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documentation

Student Fee Committee Member

Full year ELSA: \$1,600 per term; Half year (after 4 weeks) ELSA: \$800 per term

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending Student Fee allocations to ASPSU and the University President.

Duties and Responsibilities:

- Serves as a representative on the Student Fee Committee and the ASPSU Student Senate
- Responsible for allocating the student fee each year
- Serves as a student fee representative to the University Administration
- Meets with liaison areas no less than once each quarter, and maintains regular correspondence via email.
- Attend SFC training sessions as scheduled
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines
- Provide reports on liaison areas in the first four weeks of Fall quarter
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond ASPSU relate emails within 48 business hours

Expectation of Time (11-19 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Advisory Board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours/outreach: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation and maintenance of minutes/meeting records, assisting Chair with other administrative duties, review of minutes, timesheet maintenance, providing documents from and to programs
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documentation

Judicial Review Board Chair

Full year ELSA: \$1,200 per term; Half year (after 4 weeks) ELSA: \$600 per term

The Judicial Review Board shall consist of five (5) Justices, appointed by the President; and a non-voting Senate Liaison, elected by the Senate. The Chief Justice (JRB Chair) shall be elected from and by the voting members of the Judicial Review Board subject to approval by the senate. Justices of the Judicial Review Board including the Chief Justice may hold office, as long as the requirements set forth in this Constitution are satisfied, for a maximum of four (4) years subject to annual approval of the Senate during Spring Quarter. Justices wishing to continue in office shall submit a letter of intent to the Senate at the beginning of Spring Quarter. The Senate shall review and confirm Justices who have submitted letters of intent by the second meeting of Spring Quarter; confirmation requires no action, removal requires a two-thirds (2/3) majority vote. The term of office for Justices who do not submit a letter of intent shall end on May 31st of that Spring Quarter.

Duties and Responsibilities:

- Rule on all questions of interpretation of this Constitution and all bylaws, guidelines, policies, procedures and rules subsidiary to it.
- Rule on appeals submitted by members of the Association.
- Responsible for overseeing all ASPSU elections.
 - JRB Vice Chair acts as the Chair of the Elections Committee.
- Preside over the Judicial Review Board.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Hear allegations of misconduct by ASPSU Officers as grounds for impeachment or removal from leadership.
- Write articles of impeachment and forward them to the Senate or relevant administration for trial.
- Determine if vacancies in elected or appointed positions exist, and declare all vacancies as specified in this Constitution.
- Write opinions on all rulings. Dissenting Justices shall write at least one dissenting opinion.
- Responsible for overseeing all ASPSU elections, in conjunction with the JRB Vice Chair.
- Issue resolutions indicating the nature of the decision and any proposed solution.
- Responsible for revising the Election Rules, subject to the approval of the Senate.
- Responsible for advertising and recruiting candidates for the election.
- Read and respond ASPSU related emails within forty-eight (48) business hours.

Expectation of Time: (10 hours per week)

- Preside over Judicial Review Board meetings.
- Attend bi-monthly senate meetings or delegate the task to the Judicial Review Board.
- Training, facilitation, participation and attendance of trainings.
- Review, bylaws and governing documents of ASPSU.
- Verify the integrity of the laws, and ensure that ASPSU acts in accordance.
- Hold ASPSU members accountable to breaches in contract.
- Issue official resolutions regarding disputes between ASPSU members, student groups or administration.
- Review action requests submitted by students.
- Research policy, law, precedents and institutional governance.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Institute elections as described in the ASPSU Constitution.

Judicial Review Board Members

Full year ELSA: \$800 per term; Half year (after 4 weeks) ELSA: \$400 per term

The Judicial Review Board are the ethical pillars of ASPSU, who review, examine, and annually revise the ASPSU constitution. The Judicial Review Board shall consist of five (5) Justices, appointed by the President; and a non-voting Senate Liaison, elected by the Senate. The Chief Justice shall be elected from and by the voting members of the Judicial Review Board subject to approval by the senate. Justices of the Judicial Review Board including the Chief Justice may hold office, as long as the requirements set forth in this Constitution are satisfied, for a maximum of four (4) years subject to annual approval of the Senate during Spring Quarter. Justices wishing to continue in office shall submit a letter of intent to the Senate at the beginning of Spring Quarter. The Senate shall review and confirm Justices who have submitted letters of intent by the second meeting of Spring Quarter; confirmation requires no action, removal requires a two-thirds (2/3) majority vote. The term of office for Justices who do not submit a letter of intent shall end on May 31st of that Spring Quarter.

Duties and Responsibilities:

- Rule on all questions of interpretation of this Constitution and all bylaws, guidelines, policies, procedures and rules subsidiary to it.
- Rule on appeals submitted by members of the Association.
- Assist in reinforcing Robert's Rules and parliamentary procedure during Senate meetings
 - Helping to reduce organizational/individual biases during ASPSU meetings.
- Responsible for overseeing all ASPSU elections.
 - JRB Vice Chair acts as the Chair of the Elections Committee.
- Hear allegations of misconduct by ASPSU members or any student group or student officers as grounds for impeachment or removal from leadership.
 - Issue resolutions indicating the nature of the decision and any proposed solutions.
- Determine if vacancies in elected or appointed positions exist, and declare all vacancies as specified in this Constitution.
- Write opinions on all rulings. Dissenting Justices shall write at least one dissenting opinion.
- Responsible for revising the Election Rules, subject to the approval of the Senate.
- The Executive Staff, in collaboration with the Judicial Review Board, shall be responsible for advertising and recruiting candidates for the election.
- Read and respond to ASPSU related slack and email communication within forty-eight (48) business hours.

Expectation of Time (10 hours per week)

- Attend & provide both presence and energy in Judicial Review Board meetings.
- Training, facilitation, participation and attendance at trainings.
- Review, bylaws and governing documents of ASPSU.
- Verify the integrity of the laws and ensure ASPSU acts in accordance.
- Hold ASPSU members accountable to breaches in contract.
- Issue official resolutions regarding disputes between ASPSU members, student groups or administration.
- Review action requests submitted by students.
- Research policy, law, precedents and institutional governance.

- Maintain institutional knowledge and understanding of ASPSU governance.
- Institute elections as described in the ASPSU Constitution.

Executive Staff Director (Chief of Staff)

Full year ELSA: \$2,000 per term; Half year (after 4 weeks) ELSA: \$1,000 per term

The Executive Staff Director shall work to create and enforce measures of accountability for the Executive Branch, assist and advise members of the Executive Branch on their campaigns as directed by the President, facilitate conflict among members of the Executive Branch civilly and without bias, and seek to help the President better manage personnel to the benefit of the student body.

Responsibilities

- Supervise and assist all ASPSU Executive Staff.
- Coordinate and implement check-ins with all staff members each term.
- Strategize around current power structures to reach staff members' goals
- Facilitate conflict resolution when problems arise with staff
- Support staff with the planning of their events and programs
- Ensure that all staff maintain their office hours
- Ensure that all staff understand their job descriptions and adhere to them throughout the year
- Meet with the President and Vice-President weekly to update them on progress of programs and any staff issues
- Maintain system of institutional memory
- Review and submit updated ELSA policies to Senate for approval
- Create or update ELSA questions and standards
- Coordinate ELSA process and time line with SALP advisor
- Coordinate with Branch Heads to ensure all officers are fulfilling ELSA requirements
- Work with Coordinator for Student Government Relations (CoSGR) to facilitate Internship program.
- Pair interns with appropriate executive staff mentors.
- Oversee assignment of interns for ASPSU/OSA campaigns and events.
- Confirm and report Intern participation with CoSGR.
- Shall assist the ASPSU President in drafting the ASPSU budget
- Read and respond ASPSU relate emails within 48 business hours

Board Duties (at the discretion of the ASPSU President & Vice President)

- AUCs
- Points of Contact
- Executive Staff
- Executive Cabinet
- Senators

Expectation of Time: (20 hours per week)

- Attend weekly executive meetings
- Attend AUC's meeting
- Committees meetings
- Training, creation, facilitation, attendance and participation
- One on One Meeting (Directors, Interns, and President)
- Outreach

- Office hours
- Oversee Executive Campaigns

Publicity Director

Full year ELSA: \$1,600 per term; Half year (after 4 weeks) ELSA: \$800 per term

The Publicity Director will need to have some experience in Graphic and design. Be knowledgeable of how the different communication media (Facebook, twitter, etc...) function. Have very good communication skills. Be able to type in a good speed. Know how to do publicity. The Publicity Director will be able to develop their leadership and communication skills by working in a group, taking individual and collective decisions. The Publicity Director will gain experience creating new designs and graphics in ASPSU. The Publicity Director will have the main responsibility of maintaining ASPSU communications with the PSU community inside and outside the campus. The Publicity Director will also be responsible for how much spending is needed for ASPSU publicity material. The Publicity Director position will be responsible for the publicity of all ASPSU members' initiatives. This position is essential for the function of all communications of ASPSU and for the taking and publishing of minutes for the Executive and Senate meetings. The learning of publicity and politics will be a life learning experience. Definitely, the Communications Director will gain more experience in graphic and design. Learning how to communicate effectively by representing ASPSU will be a learning experience. Being in charge of all ASPSU media will forge responsibility.

Duties and Responsibilities:

- Maintain the ASPSU website and archives (constitution, bylaws, positions description, elections information, etc...) updated in a timely manner.
- Create and design all ASPSU logos, business cards, flyers, buttons, banners, posters, t-shirts, etc...
- Manage all social media (Facebook, twitter, etc...).
- Review and reply to askaspsu@pdx.edu emails.
- Create campus wide emails through EMMA (for the press releases, hiring, etc.).
- Design flyers for hiring.
- Help to word press releases.
- Work on all aspects of advertising for the elections.
- Put in spending requests for flyers or other communications material.
- Keep archive history of ASPSU-related articles in local, state, and national media.
- Coordinate media with regard to ASPSU special events.
- Read and respond to ASPSU related emails within 48 business hours.

Points of Contact

- SALP Advisor
- SALP Assistant Director
- SALP Accountants
- ASPSU Executive Staff Director

Expectation of Time: (11-19 hours per week)

- The commitment will be more than 12hrs a week between creating flyers, logos, responding to emails, putting in money requests for publicity material, etc.

Operations Director

Full year ELSA: \$1,600 per term; Half year (after 4 weeks) ELSA: \$800 per term

The position of ASPSU Operations Director works with all outside offices regarding finances operations, making the ASPSU Operations Director the liaison for most outside and inside communication. This position has a variety of responsibilities regarding the day-to-day process of ASPSU. The ASPSU Operations Director collects funds for the ASPSU Scholarship foundation and manages the ASPSU budget, which affects every action taken by ASPSU. The commitment is significant for all the logistics in the financial planning of events, conferences, fundraising events, SFC requests, and managing the ASPSU budget along with the approval of the ASPSU President. Working with other staff-led departments and organizing and operating institutional funding is a valuable learning experience for a student. Various responsibilities of the position require initiative and planning and would allow students to practice those skills.

Duties and Responsibilities:

- Coordinate and regularly update meeting room calendar (Executive Staff Director).
- Take meeting minutes during Executive Meetings.
- Work with the Student Activities Leadership Program (SALP)
- Order office supplies, promotional materials, uniforms, etc.
- Coordinate the financial logistics of ASPSU events and travel plans.
- Submit work orders and other forms relevant to ASPSU operations.
- Submit travel and food requests promptly.
- Perform other SALP duties that may arise.
- Present the ASPSU budget to the Senate.
- Monitor and track ASPSU expenditures.
- Work with the ASPSU President and Vice President to create the budget for the fiscal year.
- Work with the President and Vice President to complete quarterly reports for the Student Fee Committee (SFC).
- Update the President on the status of the budget monthly or as needed.
- Safeguard the finances of ASPSU by analyzing the budget and making financial recommendations to the Executive Cabinet.
- Quarterly Reports.
- Organize fundraising events for the ASPSU Scholarship foundation.
- Be the point of contact between the relations of the SFC and ASPSU.
- Update the President on the status of the budget every month or as needed.
- Work with the President and Vice President to complete quarterly reports for the SFC.
- Read and respond to ASPSU related emails within 48 business hours.
- Working knowledge of Excel (ability to utilize simple formulas and organize information).
- Experience in finances.

Points of Contact

- SALP Advisor
- SALP Assistant Director
- SALP Accountants
- ASPSU Executive Staff Director

Expectation of Time: (11-19 hours per week)

- Taking minutes at all senate meetings
- Taking minutes at all executive council meetings
- Balancing the ASPSU budget
- Managing the SFC quarterly reports for ASPSU, collecting information, and projecting spending
- Processing RTSMs, food, event, and space requests
- Assisting members in understanding standard procedures such as making agendas, taking minutes, reserving the ASPSU conference room, etc.

Committee Director

Full year ELSA: \$1,600 per term; Half year (after 4 weeks) ELSA: \$800 per term

As a Director of one of the committees in ASPSU, you are responsible for creating the purpose of your own committee in a way that you can best serve the student body. The purpose of your committee could be tied to your major (if you were a Public Health major, you could direct the Student Health Committee), or it could be centered around something that you're passionate about.

In the past, ASPSU had committees that specific purposes that were as follows:

- Academic Affairs
- Equal Rights
- Legislative Affairs
- Multicultural Affairs
- Sustainability Affairs
- Student Life
- University Affairs
- International Affairs

Responsibilities

- Facilitation of committee meetings
- Cultivating relationships with Senators and other ASPSU members
- Working collaboratively in Executive Committee to accomplish organization goals
- Connecting to campus and community stakeholders related to your committee purpose
- Organizing committee Google Drive folder
- Practicing conflict with civility
- Communicating with LCORE about general concerns
- Representing ASPSU on campus committees where relevant
- Create committee-relevant programming and initiatives

Expectation of Time: (11-19 hours per week)

- Attend weekly executive meetings
- Attend biweekly senate meetings
- Attend AUC's meeting
- Committees meetings
- Training, creation, facilitation, attendance and participation
- One on One Meeting
- Outreach
- Office hours
- Campaigns

Senator

Full year ELSA: \$800 per term; Half year (after 4 weeks) ELSA: \$400 per term

The senate position consists of 16 members whose function is to facilitate formal communication between students, student organizations, faculty and PSU administration. Senators advocate and represent the interests of the student body at large in senate meetings, trainings, action and event planning, as well as impacting the proposal of the student fee allocation through oversight over the final proposals. The senate represents the members devoted to creating a strong, effective and efficient student government is an essential asset to ASPSU. Senators are also required to participate in two committees and the actions, events and trainings those committees create.

Duties and Responsibilities:

- Facilitate formal communication between students, student organizations, faculty and PSU administration.
- Advocate and represent the interests of the student body at large in senate meetings.
- Approving the student fee allocation proposal, as well as the ASPSU budget proposal.
- Duties and responsibilities as delegated to them by the directors and president.
- Student senators serve as the linkage between action and planning organized by the directors.
- Engage communication with active student groups and interests on campus to bring them or their needs to ASPSU.
- Leadership and maintenance of a professional ASPSU government.
- Participation in two separate committees.
- Implementation and improvement of the university to better serve the needs of students.
- Senators are expected to have varying levels of familiarity with all the governing documents of ASPSU.
- Properly fill out and maintain documents pertaining to their roles in events, campaigns, and etc.
- Write resolutions with direct impact on the student body.
- Potentially participate in legislative trips to the capital to lobby for better student representation by policy makers.
- Read and respond to ASPSU related slack and email communication within 48 business hours.

Board Duties (at the direction of Directors, ASPSU president or on their own volition):

- May participate in Oregon Student Association as OSCC representatives, OSERA representatives and BOD representatives.
- Must participate on two separate committees run by the directors and executive cabinet.
- Participation in the governance of other student groups and their intersection with ASPSU.

Expectation of Time: (10-15 hours per week)

- Participation in two senate committees with a varying 2-6 hour commitment in each week.
- Participation in bi-weekly senate meetings on the odd weeks of each academic term.
- Participation, facilitation and implementation of events, actions, campaigns and training.
- Development of connections between ASPSU and the larger student body
- Development of connections between ASPSU and the administrators
- Activities or responsibilities delegated by the ASPSU President or Executive Staff Director

- Senators will be expected to be engaged in assisting with recruitment, ASPSU tabling, and outreach.