

**D. THE VICE PRESIDENT OF UNIVERSITY AFFAIRS (VPUA), DUTIES AND RESPONSIBILITIES**

1. The VPUA shall function as the Board's shared governance liaison.
2. The VPUA shall be responsible for coordinating student representation on all university committees, boards, and councils.
  - a. The VPUA is responsible for ensuring that each ASI student representative is empowered to sit on a committee and prepared for the task at hand. This includes providing current information about the said committee.
  - b. The VPUA is charged with the responsibility to orient each new committee member to the ASI Government Office, meeting with each student to explain ASI and prepare them for the year ahead.
  - c. The VPUA shall also be responsible for recruiting students to get involved with ASI including attending New and Transfer Student Orientations, in the summer and winter sessions (if applicable.)
  - d. The VPUA shall define the absence policy with regard to ASI representation on internal and university committees at the beginning of the academic year to be stated on the committee contract. The VPUA shall also monitor representatives' adherence to the policy and address any attendance concerns.
  - e. The VPUA shall hold an appreciation ceremony and semester forum with all the students appointed to committees. The semester forum shall take place in the Fall semester. The appreciation ceremony shall take place in the Spring semester.
3. The VPUA shall call for a committee report of all appointed committee members, in both internal and university positions, at the midpoint and end of the year. This should include the student's experiences on the committee, ideas for improvement, as well as reports about the committee's progress.
4. The VPUA shall serve as the liaison between University Committees and the Board of Directors.
5. The VPUA or designee shall serve as the ASI representative to the Union WELL, Inc. Board of Directors.
6. The VPUA or designee shall serve as the ASI representative to the Sexual Violence Awareness Team (SVAT.)
7. The VPUA shall meet with University Administrators that are charged with student safety, wellness and affairs once a semester so that they can successfully assess the needs of the students from the administrative standpoint. Administrators shall include:
  - a. Associate Vice President/Dean of Students, Student Engagement & Success
  - b. Vice President for Student Affairs
  - c. WEAVE Confidential Advocate
  - d. Associate Vice President of Student Health, Counseling, & Wellness Services
  - e. Vice President of Inclusive Excellence and University Diversity Officer
8. The VPUA shall interact closely with the Office of Governmental Affairs to stay informed about issues affecting the University on all levels.
  - a. The VPUA shall meet monthly with the CSSA Liaison in order to stay current on issues affecting the entire CSU system.
  - b. The VPUA shall attend one (1) CSSA plenary meeting a semester to stay apprised of California State University (CSU) Systemwide initiatives.

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## **OPERATING RULES**

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9. VPUA, or designee, shall complete these or other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.