

Student Union Assembly Officers Position Descriptions

ARTICLE III: OFFICERS AND REPRESENTATIVES OF THE STUDENT UNION ASSEMBLY – *SUA Constitution*

President: Powers, Duties and Responsibilities

- a. Leader and principal spokesperson of the Student Body.
- b. Ensure cohesive and effective interaction within the Assembly and the campus.
- c. Act as an ex-officio, non-voting member of all SUA committees, subcommittees, task forces, and commissions.
- d. Required to hold weekly office hours (3) at the SUA office.
- e. Attend weekly officer meeting(s) to ensure communication and collaboration.
- f. Work in collaboration with the other officers, SUA advisor, committees, subcommittees and task forces to create a budget for the following academic year, which must be approved by the SUA in spring (Article VII, Section A).
- g. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- h. Carryout any other duties set forth in this constitution, and the bylaws and/or as assigned by the Assembly.
- i. Appoints the Treasurer and the Recording Clerk by the last meeting of the Fall Quarter. The selection needs to be ratified for the Treasurer by the body by a simple majority vote.
- j. Shall meet once a quarter with the College Senate Advisor and the Organization Advisor in conjunction with the Council of Chairs and Leaders of the Organizations to ensure cohesiveness and explain happenings of the Student Union Assembly in order to establish transparency.
- k. The President does not adhere to any administration, unless stated in system wide or university policy.

Vice President of Internal Affairs (VPIA): 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 any applicable SUA officer, intern, committee, subcommittee, task force, campus organization or campus unit.
- c. Acts as substitute for the President in his/her absence
- d. Serves as chair of the Student Committee on Committees.
- e. Assists the President 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. Primary student government organizer on internal campus affairs.
- h. Required to hold weekly office hours (3) at the SUA office.
- i. Attends weekly officer meeting(s) to ensure communication and collaboration.
- j. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- k. Carryout any other duties as set forth in this constitution, the bylaws, and/or as assigned by the Assembly and/or the President.
- l. Shall use the Executive Vice Chair of the Student Committees on Committees to help run the appointment process of SCOC and run the partnership. The Vice President of Internal Affairs shall work or be a resource on all internal campus wide issues that come forth from the SCOC, e²: Engaging Education, Campus Sustainability Council or the Student Union Assembly.

External Vice President of External Affairs (VPEA): Powers, Duties & Responsibilities

- a. Primary student government organizer on external campus affairs.
- b. Represents the SUA to the University of California Student Association (UCSA).
- c. Represents the SUA to the United States Student Association (USSA).
- d. Primary coordinator of campus-wide campaigns, UCSA campaigns and USSA campaigns.
- f. Assists the President in coordinating advocacy efforts on behalf of student interests, by doing research analysis on university policy system wide and nationally, and coordinating legislative campaigns in the local, state and national level.
- g. Represents the Student Union Assembly to off-campus entities as delegated by the President or the Assembly.
- h. Required to hold weekly office hours (3) at the SUA office.
- i. Attend weekly officer meeting(s) to ensure communication and collaboration.
- j. Prepare a monthly report evaluating the SUA, which provides constructive of the fall quarter criticism, for the purposes of improvement.
- k. Carryout any other duties as forth in this constitution, the bylaws, and/or assigned by the Assembly and/or President.
- l. Appoints the Legislative Liaison and Campus Organizing Director for the External Office by the last meeting

Vice President of Diversity and Inclusion (VPDI) Affairs: Powers, Duties & 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 (3) 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 President.
- j. Shall maintain a volunteer base composed of the SUA representatives.

Vice President of Student Life (VPSL): Powers, Duties, and Responsibilities

- a. Works to improve communication and advertising with in the whole SUA.
- b. Organizes and recruits students to attend programming sponsored by the Student Union Assembly.
- c. Works with other officers to create publications that further promote the purpose of the SUA.
- d. Makes and facilitates connections between campus movements/issues and those of the UC system as a whole.
- e. Be the main coordinator of SUA's involvement in Summer Orientation and move-in week.
- f. Provides Programs and Activities for the student body.
- g. Builds relationships between the SUA and organizations, specifically sustainability, SOAR, student media, department, college, OPERS, and all other student organizations.
- h. Works with SUA entities on publicizing and improving outreach events; for example, making events sustainable, making events accessible, and communicating SUA events to the student body.
- i. Works on long range development plan of campus life at UCSC including but not limited to improving athletic programs, music and arts facilities, Student Union, programming and organizing spaces, and the amphitheater.
- j. Required to hold weekly office hours (3) at the SUA office.
- k. Attends weekly officer meeting(s) to ensure communication and collaboration.
- l. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- m. Carryout any other duties as set forth in this constitution, the bylaws, and/or assigned by the Assembly and/or the President

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.