LEADERSHIP
A. Before the A.S. Spring Retreat, be ultimately responsible for organizing a comprehensive A.S. Leadership manual for each A.S. Leadership Team member and advisor that includes information deemed necessary by the newly elected Executive Board.
B. Must attend both the Spring and Winter A.S. Retreats.
C. Be ultimately responsible for retreat coordination and implementation.
D. Consider the recommendations of the 2011 A.S. Strategic Plan.
E. Ensure that Executive Board, Senate, A.S. Team, and any other meetings deemed necessary by the Executive Board are scheduled before the start of each semester.
F. Chair weekly Executive Board Meetings.
G. Organize A.S. Leadership Team meetings as deemed necessary.
H. Organize meetings that bring together the directors of the different centers (Women’s Center, CASA, etc.) as deemed necessary to sufficiently encourage collaboration and communication.
I. Meet bi-weekly with the Torero Program Board Chair to ensure that programming is in the interests of student needs and concerns.
J. Serve as a non-voting, ex-officio member of the A.S. Student Senate.
K. Communicate with members of A.S. to have an overall awareness of the organization.
L. Serve as an A.S. representative to the Student Affairs Committee of the Board of Trustees.
M. Promote cohesion and interaction between A.S. members.
N. Be responsible for ensuring the proper operation of A.S. during summer and Intersession.

FINANCIAL
A. Serve on the A.S. Finance Committee.
B. Ensure the business of the Finance Committee represents proper stewardship of the student activity fee.
C. Work with the Executive Board to plan Holiday Social and end-of-the Year Banquet.
D. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.

TORERO LIFE
A. Be involved in the Senior Legacy Program.
B. Attend student-sponsored programs for support and feedback.
C. Support Torero Athletics by encouraging A.S. attendance at various athletic events.
D. Foster and promote inclusivity through programs and services.

TRANSITION
A. Be ultimately responsible for the integrity of elections.
B. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
C. Train and transition newly-elected A.S. President in the Spring Semester and be responsible for the proper transition of the newly elected Executive Board.