



ASSOCIATED  
STUDENTS  
UNIVERSITY OF SAN DIEGO

## JOB DESCRIPTION – THE PRESIDENT

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- Section 2      The President shall:
- 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 current 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 (A.S. Governance and TPB) 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.      Supervise the Director of Changemaking Initiatives while assisting them in their projects.
  - J.      Meet weekly with the Torero Program Board Chair to ensure that programming is in the interests of student needs and concerns.
  - K.      Serve as a non-voting, ex-officio member of the A.S. Student Senate.
  - L.      Communicate with members of A.S. to have an overall awareness of the organization.





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- M. Serve as an A.S. representative to the Student Affairs Committee of the Board of Trustees.
- N. Promote cohesion and interaction between A.S. members.
- O. Be responsible for ensuring the proper operation of A.S. during summer and Intersession.
- P. Serve on the A.S. Finance Committee.
- Q. Ensure the business of the Finance Committee represents proper stewardship of the student activity fee.
- R. Work with the Executive Board to plan Holiday Social and End-Of-The Year Banquet.
- S. With the aid of the Executive Board, coordinate transition activities in the Spring Semester.
- T. Be involved in the Senior Legacy Program.
- U. Attend student-sponsored programs for support and feedback.
- V. Support Torero Athletics by encouraging A.S. attendance at various athletic events.
- W. Foster and promote inclusivity through programs and services.
- X. Be ultimately responsible for the integrity of elections.
- Y. Responsible for recruiting, interviewing, and appointing directors with other members of the Executive Board and A.S. advisors.
- Z. 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.



*Bylaws of the Associated Students of the University of San Diego  
Approved in Session of the Associated Students Senate, 3 May 2018*