



ASSOCIATED  
STUDENTS  
UNIVERSITY OF SAN DIEGO

## JOB DESCRIPTION - CHAIR OF STUDENT ORGANIZATIONS

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- Section 4      The Chair of Student Organizations shall:
- A.      Supervise and oversee the Senate Student Organizations Committee:
    - a.      Make sure the Committee is cognizant of relevant student organization issues.
    - b.      Lead the hearing of student organizations presenting to the committee, which consists of a brief (two-minute) description of the club followed by questions from the committee.
    - c.      Track attendance of clubs scheduled to present to the Committee.
    - d.      Deliver list of new student organizations to the Speaker of the Senate for approval at the following meeting of the Associated Students Senate.
  - B.      Facilitate Student Organization Registration with the Associated Students Activities and Budget Coordinator.
  - C.      Plan and coordinate a Student Organizations Mixer each academic semester.
  - D.      Assist in the coordination of the Student Organization Conferences each academic semester, as well as with the Student Organizations Awards at the end of the academic year.
  - E.      Attend all AS Senate meetings and chair the Student Organizations Committee of the Associated Students Senate.
  - F.      Attend both spring and winter AS retreats.
  - G.      Train and transition newly-appointed Chair of Student Organizations.





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- H. Collaborate with other Chairs of the Associated Students Senate to assess issues that may overlap and be jointly resolved.
- I. Support Associated Students and Torero Program Board events.
- J. Perform duties as assigned by the Speaker of the Senate to facilitate and promote the operations of the Associated Students Senate.



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