

DUTIES FOR THE DIRECTOR OF LEGISLATIVE AFFAIRS

I. NAME

This document shall be called Duties for the Director of Legislative Affairs.

II. AUTHORITY

These duties shall be established by the authority given in Article VIII, Section 2 of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

III. PURPOSE

The purpose of these duties is to define the role and responsibilities of the Director of Legislative Affairs.

IV. DATE OF EFFECTIVENESS

These duties shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

V. AMENDMENTS

These duties may be amended by the Director of Legislative Affairs with approval of the GAC and the BOD.

VI. TERM OF OFFICE AND ATTENDANCE

- A. Term of office shall be consistent with elected directors as outlined in Article VIII, Section 4 of the Restated Bylaws of the AS of CSUC.
- B. Attendance shall be governed by the Elected Officers' Attendance Policy.

VII. DUTIES AND RESPONSIBILITIES

- A. Shall be a voting member of the BOD, shall chair the Legislative Affairs Committee (LAC) and represent that committee to the BOD.
- B. Shall be a voting member of the GAC.
- C. Shall attend the California State Student Association (CSSA) monthly plenary meetings as the voting member of the Legislative Affairs Committee, and serve as the Alternate Voting Member at the Board of Directors meeting in the event that the AS President is unable to be present.
- D. Shall be the Chief Legislative Information Officer of the GAC, with the primary purpose of keeping the GAC informed on state and national issues, as well as legislation affecting students.
- E. Shall serve as liaison to the United States Student Association (USSA) if membership is established.
- F. Shall do research regarding legislative action and campus opinion and periodically report findings.
- G. Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.

- H. Shall be responsible for coordinating students to meet with legislators in the Assembly and the Senate each year.
- J. Shall be responsible for coordinating a voter registration drive each semester.
- K. Shall be responsible for coordinating "Get Out the Vote" drives each semester there is an election.
- L. Shall act as legislative liaison to the media, and provide all relevant materials to be published to better inform the student population.
- M. Shall recruit and facilitate the placement of CSU, Chico students on statewide committees.
- N. Shall organize and facilitate participation in the annual CSSA California Higher Education Student Summit (CHESS).
- O. Shall facilitate CSSA conferences or committee meetings hosted on campus.

Approved GAC: 3/3/98
Approved BOD: 3/16/98
Approved Special Election: 10/22/98
Clean-up Changes: Summer 1999
Revisions Approved GAC: 5/6/03
Revisions Approved BOD: 5/23/03
Revisions Approved GAC: 2/19/07
Revisions Approved BOD: 2/28/07
Revisions Approved GAC: 4/28/15
Revisions Approved BOD: 5/4/15
Revisions Approved GAC: 5/4/17
Revisions Approved BOD: 5/10/17
Revisions Approved GAC: 8/28/17
Revisions Approved BOD: 9/20/17