

Officer Positions for Odd-Numbered Fiscal Year Elections

President Elect Responsibilities (1st year President Elect – transition to 2-year term as President)

- A. Shall preside with voting rights in the absence of the President at all Executive Board meetings.
- B. Assumes the responsibilities of the President in the absence of the President or at request of the Executive Board.
- C. Serves as a member of the Executive Board, and attends all Executive Board meetings; as well as serves as the liaison to the Professional Development Committee.

President Responsibilities (2-year term after fulfilling 1st year as President Elect)

- A. Shall preside with voting rights at all Executive Board meetings.
- B. Serves as the Council representative at all Executive Board meetings, and other related university committee and/or task force meetings.
- C. Serves as a member of the Executive Board, and attends all Executive Board meetings as well serves as the liaison to the Activities & Events and Staff Appreciation Committees.
- D. Communicates to the Executive Board on working environment issues reported by staff and Council members at their campus, and advises the ASU President on changes and improvements that can be implemented.
- E. Appoints Council members or staff to represent the Council on various university-related committees and/or task forces upon the recommendation of the Executive Board.
- F. Provides direction and assigns duties to the Council Admin who supports the Council activities and roles.
- G. Has authority to approve and sign:
 - 1. Council financial documents ; and
 - 2. Official Council correspondence.
- H. Serves as a representative and designated signer on the Reduction-in-Force panel.
- I. Fulfills other responsibilities as given to this officer elsewhere in these bylaws or by action of the Council.
- J. Serves as the Spokesperson for the Council's continual communication with the AVP of Human Resources (or other designee).
 - 1. Serves as the Council spokesperson at all major staff-related events as requested.
 - 2. Serves as the Council spokesperson at any ad-hoc committee meetings or presentations as requested.
 - 3. Serves as media contact for Council press releases, or interviews in coordination with the Office of University Affairs.
 - 4. If the President is unavailable for a certain event or meeting, the Spokesperson may designate another Executive Board member to stand in.

Parliamentarian Responsibilities (2-year term)

- A. Shall preside with voting rights at all Executive Board meetings.
- B. Exercises general supervision over the regularly scheduled Executive Board meetings and assists campus Vice President's (upon request) with meetings of their Councils, which will be governed by the latest revised edition of Robert's Rules of Order.
- C. Serves as the official keeper of Robert's Rules of Order, and recommends an updated version when needed.
- D. Serves as the liaison of the Sustainability and Work Climate Committees.
- E. Provides information to the Secretary to send official notification of dismissal or appropriate warning notices to a member when necessary.
- F. Fulfills such other responsibilities as given to this officer elsewhere in these bylaws or by action of the Council.

Campus Assistant Vice President and Vice President Responsibilities (1st year AVP – transition to 2nd year as VP)

- A. Shall preside with voting rights at all Executive Board and Council meetings for their respective campus.
- B. The Assistant Vice President shall have voting rights at all Executive Board and Council meetings for their respective campus and assumes the duties of the Vice President for their campus section in the absence of that officer.
- C. Maintains and provides, on a quarterly basis, a list of currently eligible staff to the committee chairs and President for their campus section.
- D. Keeps an updated list of all Council committees and its members, and a list of university related committees and/or task forces that Council members are serving on.
- E. Records the attendance of all members at campus section meetings, and reports to the Council Admin to maintain attendance records.
- F. Assistant Vice President shall record the minutes of their campus meetings and forward to the Secretary for record keeping.
- G. Recruits a staff representative from each academic and administrative unit for their respective campus section.
- H. Requests End-of-year reports from committee chairs to be presented to the Executive Board.
- I. Fulfills such other responsibilities as given to this officer elsewhere in these bylaws or by action of the Council.