

ASG Job Descriptions

*Vice Presidents are changed to “Directors of”
All new exec board positions are underlined*

President

Description:

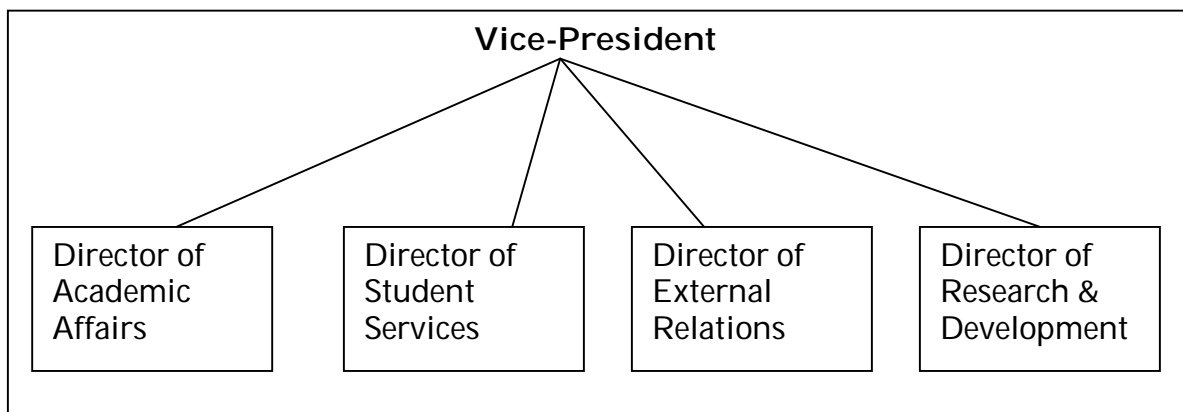
- Manages and leads ASG as a whole
 - Leads, motivates, and organizes the Executive Board
 - Resolves cross-functional issues at the executive level
 - Sets the strategy and vision for ASG as a whole
 - Develops and maintaining a detailed project plan for ASG
 - Manages project deliverables in line with the project plan
 - Recruits key staff and executive officers
 - Manages co-ordination of the committee heads and sub-groups engaged in project work
- Makes bottom-line decisions
 - Final approval of projects and proposals before presenting to Senate
 - Upholder and enforcer of the rules and regulations
- Acts as the connector in the organization
 - Liaison to the administration and the students
 - Serves as the Chief Ambassador of the undergraduate student body
 - Provides status reports to students and administrators
 - Works closely with students and administrators to ensure initiatives meet their needs
- Builds the organizational culture
- Holds ultimate accountability of ASG members
 - Monitors progress and performance of activities
 - Manages project evaluation and dissemination activities
 - Manages consultancy input, seeking outside help from advisors, administrators, and student leaders

Vice President

Description and Responsibilities:

- Elected by the student body during Spring Quarter along with the President, Director of Student Services, Director of Student Groups, and Director of Academic Affairs
- Serves as the primary liaison to the Administration and oversee the Director of Student Services, Director of Academic Affairs, Director of External Relations, and Director of Research & Development
- Assumes the roles and responsibilities of the President, in the event that the President is unable to do so
- Meet with the aforementioned four directors (Student Services, Academic Affairs, External Relations, Research & Development) to ascertain issues and projects that can be worked on together, as well as brainstorm collaborative new projects
- Be open to interested students who can contact the Vice President with ideas
 - The interested student will then be directed towards one of the four directors or have the opportunity to present his or her idea/project to all four directors and the Vice President
- Work in conjunction with the President on any ASG issues

Mini Organizational Chart:



Director of Finance (former Financial Vice President)

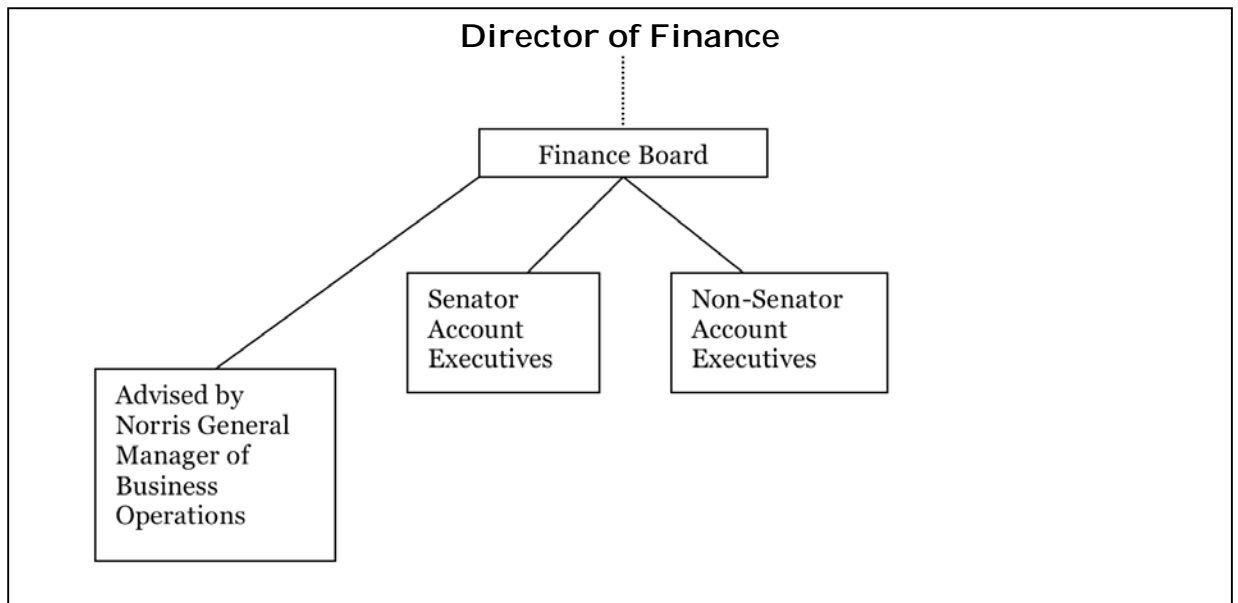
Description:

- Serves as a financial liaison between the Associated Student Government and the Finance Board
- Administers the Student Activities Fee
- Chairing the Student Activities Finance Board of Account Executives
- Selected by a special Director of Finance selection committee and confirmed by the Senate

Board Roles and Responsibilities:

- Comprised of Senate-elected Account Executives
 - Half of the Account Executives serve as Senators
 - Half of the Account Executives serve as non-Senator representatives
- Acts as financial advisor for all A-status student groups
 - Provides monthly audits, attendance at funded events, and event evaluations
- Annually evaluates all A-status student groups, and determine their need to be considered an A-status organization

Mini Organizational Chart



Director of Student Groups (former Executive Vice President)

Description:

- Works proactively with the administration, university departments and other university entities to make policy changes that strengthen Senate recognized student groups and allow student groups to better fulfill their individual missions
- Chairs meetings of the Student Group Board, voting only in the case of a tie
- Administers 2.5% of the Student Activities Fee
- Appoints new members to the Student Group Board, with the approval of the Senate

Board Roles and Responsibilities:

- Comprised of Senate-elected Group Executives
- Half of the Group Executives should be Senators, while the rest serve as non-Senator representatives
- Acts as group advisor for all B- and T-status student groups, providing quarterly audits, attending funded events, and acting as a liaison between ASG and groups

Director of Academic Affairs (former Academic Vice President)

Description:

- Serves as the chief lobbyist for improving the quality of academics on campus.
- Chairs the Academic Committee, which is appointed by the Director of Academic Affairs and the Director of Human Resources
- Serves on a number of university committees related to academics, acting as the voice of ASG and the students at-large for those respective committees.
- Has the discretion to appoint committee members as well as undergraduates student to university committees

Committee Roles and Responsibilities

- Works on projects regarding the academic experience of the student body
- Members of the committee will be:
 - Interviewed by the Director of Academic Affairs and the Director of Human Resources and need not be a Senator
 - A total of no less than nine and no more than twelve students will be appointed to the committee
 - Meetings for the Academic Committee are held on a weekly basis and headed by the Director of Academic Affairs who sets the agenda for the meeting
 - If a committee member has two unexcused absences, they are required to meet with the Director of Academic Affairs to discuss possible termination from the committee
- For a given project, one member of the committee will be assigned for one of three roles on that project: subcommittee chair, data research, and meetings/gauging demand
 - Subcommittee Chair
 - Sets the timeline and deliverables for the project
 - Packages and presents legislation to the Senate
 - Data Research
 - Manages data archival, benchmarking, and all other existing, ready-available data
 - Meetings/gauging demand
 - Manages meetings with relevant students, faculty, staff, and administrators
 - Works on surveys and the feasibility of the project
- The committee is responsible for reasonably discussing and considering all proposals and feedback submitted by students to the committee or assigned to the committee
 - In the event that a non-committee member is strongly invested in a project, that student can request that they be considered for temporary instatement on the committee for the duration of the project
 - This is subject to the approval of the Director of Academic Affairs and the Director of Human Resources

Director of Student Services (former Student Services Vice President)

Description:

- Chief lobbyist for improving the quality of student services on campus
- Chairs the Student Services Committee, which is appointed by the Director of Student Services and the Director of Human Resources
- Elicits feedback from the student body and follows through with those grievances or suggestions
- Serves on a number of advisory committees related to student services, acting as the voice of ASG and the students at-large for those respective committees
- Has the discretion to appoint committee members as well as undergraduates student to university committees

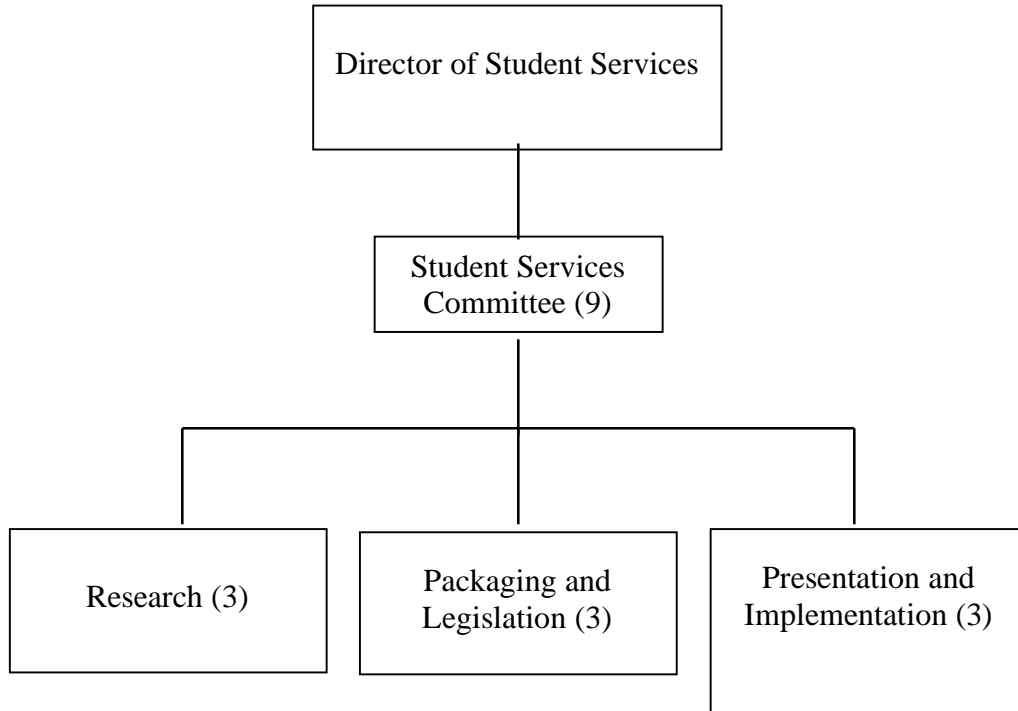
Committee Roles and Responsibilities:

- Works on projects regarding improvements to the quality of student services on campus

Members of the committee will be:

- Interviewed by the Director of Student Services and the Director of Human Resources and need not be a Senator
- A total of no less than nine and no more than twelve students will be appointed to the committee
- Meetings for the Student Services Committee are held on a weekly basis and headed by the Director of Student Services who sets the agenda for the meeting
- If a committee member has two unexcused absences, they are required to meet with the Director of Student Services to discuss possible termination from the committee
- For a given project, one member of the committee will be assigned for one of three roles on that project: subcommittee chair, data research, and meetings/gauging demand
 - Subcommittee Chair
 - Sets the timeline and deliverables for the project
 - Packages and presents legislation to the Senate
 - Data Research
 - Manages data archival, benchmarking, and all other existing, ready-available data
 - Meetings/gauging demand
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 - In the event that a non-committee member is strongly invested in a project, that student can request that they be considered for temporary instatement on the committee for the duration of the project
 - This is subject to the approval of the Director of Student Services and the Director of Human Resources

Mini Organizational Chart



Director of External Relations

Description:

- Acts as the student body's liaison to local and state governments
- Represents student interests to those bodies, including but not limited to the Evanston City Council
- Chairs the External Relations Committee, which is appointed by the Director of External Relations and the Director of Human Resources

Committee Roles and Responsibilities

- Responsible for services and security off-campus students, as well as any services involving the coordination with external communities
- Members of the committee will be:
 - Interviewed by the Director of External Relations and the Director of Human Resources and need not be a Senator
 - A total of no less than nine and no more than twelve students will be appointed to the committee
 - Meetings for the External Relations Committee are held on a weekly basis and headed by the Director of External Relations who sets the agenda for the meeting
 - If a committee member has two unexcused absences, they are required to meet with the Director of External Relations to discuss possible termination from the committee
- For a given project, one member of the committee will be assigned for one of three roles on that project: subcommittee chair, data research, and meetings/gauging demand
 - Subcommittee Chair
 - Sets the timeline and deliverables for the project
 - Packages and presents legislation to the Senate
 - Data Research
 - Manages data archival, benchmarking, and all other existing, ready-available data
 - Meetings/gauging demand
 - Manages meetings with relevant students, faculty, staff, and administrators
 - Works on surveys and the feasibility of the project
- The committee is responsible for reasonably discussing and considering all proposals and feedback submitted by students to the committee or assigned to the committee
 - In the event that a non-committee member is strongly invested in a project, that student can request that they be considered for temporary instatement on the committee for the duration of the project
 - This is subject to the approval of the Director of External Relations and the Director of Human Resources

Director of Research & Development

Description:

- Heads investigations of under-developed or previously unthought-of of ideas through peer research and committee brainstorming
- Chairs the Research and Development Committee, which is appointed by the Director of R&D and the Director of Human Resources
- Act as the driving force to keep the committee continually focused on its goals of being forward-thinking and innovative
- Keeps the Senate updated on various projects being pursued by the R&D Committee

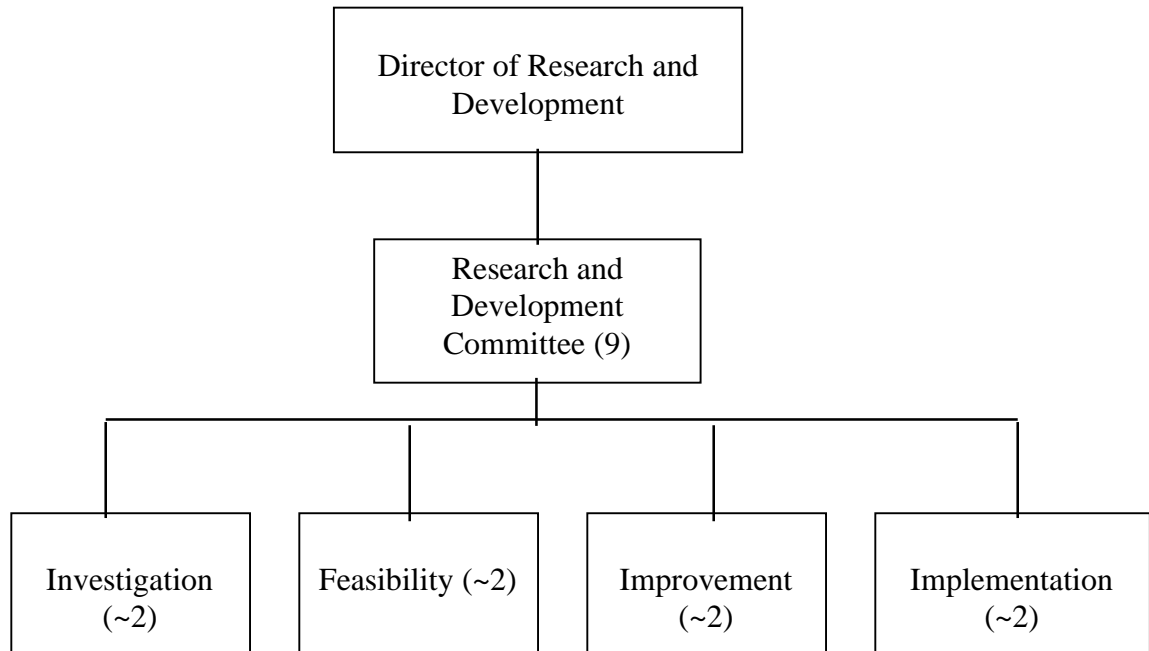
Committee Roles and Responsibilities:

- Serve as a constant source of innovation for ASG
 - “Trend Watcher” for Northwestern
 - Long-term focus on novel and cutting-edge ideas
- Research
 - Investigates new and pioneering programming and concepts being developed and instituted at other universities
 - Compiles reports, including the research and analysis of the feasibility at Northwestern
- Development
 - Analyzes for ways to improve upon the idea and better adapt it for Northwestern
 - Develops the implementation of the idea at Northwestern
 - Produces concept reports containing research, analysis of feasibility, and ideas for improvement

- Members of the committee will be:
 - Interviewed by the Director of R&D and the Director of Human Resources and need not be a Senator
 - A total of no less than nine and no more than twelve students will be appointed to the committee
 - Meetings for the R&D Committee are held on a weekly basis and headed by the Director of R&D who sets the agenda for the meeting
 - If a committee member has two unexcused absences, they are required to meet with the Director of R&D to discuss possible termination from the committee

- The committee is responsible for reasonably discussing and considering all proposals and feedback submitted by students to the committee or assigned to the committee
 - In the event that a non-committee member is strongly invested in a project, that student can request that they be considered for temporary instatement on the committee for the duration of the project
 - This is subject to the approval of the Director of R&D and the Director of Human Resources

Mini Organizational Chart



Director of Human Resources

Description:

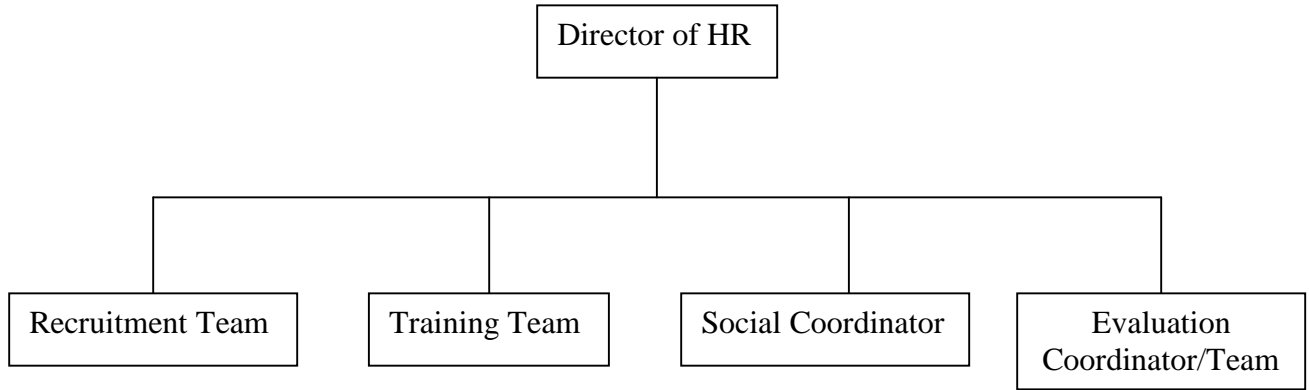
- Manages the internal human resources of ASG
- Appoints and oversees the coordinators and teams within Human Resources for the recruitment, training, social activities, and evaluation of ASG members
- Works with the respective Executive Board members to approve the appointment and election of all members entering ASG

Team Roles and Responsibilities:

- Recruitment of new members
 - Team of 2 - 3 people
 - Work with Directors to assess the positions gaps, and understand the defined roles (requirements, responsibilities, expectations)
 - Work with Communications to publicize recruitment needs to the campus
- Training of members
 - Team of 2 - 3 people
 - Compile and manage transition binders for every position
 - Plan the Executive Board and Senate Retreats and Initiations
- Social activities for members
 - 1 coordinator
 - Plans inter-organization social events
 - Plans inter-organization recognition and awards
- Evaluation of members
 - 1 coordinator or a team of 2 people
 - Quarterly person-based internal evaluation of Executive Board members by individual board members, and of
 - Annual person-based external evaluation of Executive Board members and Representatives

- Work with Communications to publicize to the campus

Mini Organizational chart:



Director of Communications

Description:

- Oversees the operations of the Committee for Campus Relations and the Committee for Community Relations
- Ensures that the committees work in tandem to develop and strengthen mutually beneficial relationships with the following communities: the student body, Evanston, Chicago, and all other external communities

Committee Roles and Responsibilities:

- Committee for Campus Relations
 - Informs, communicates and publicizes each respective community about the operations of ASG
 - Manages flow of information between ASG and the campus
 - Represent the main liaison to campus media
 - In charge of all the public relations within Northwestern
- Committee for Community Relations
 - Liaison to all communities all communities outside of Northwestern including, but not limited to, Evanston and Chicago
 - Responsible for projects that address the collective interests and ideas of the student body and the surrounding communities
 - Maintains continuous communication with external communities
 - Coordinates programming and philanthropy to enhance the student body's relationship with outside organizations

Director of Internal Operations (former Treasurer)

Description:

- Manages the internal affairs of ASG
 - Administers the ASG Operating Budget
 - Promotes transparency by notifying the Senate on any ASG expenditure over \$250
 - Presents ASG account to the Student Activities Finance Board for audit
 - Serve as assistant office manager
 - Orders office supplies
 - Provides copy codes for student groups
 - Creates agenda for Executive Board meetings with the President
 - Keeps the Journal at Executive Board meetings

Director of Technology

Description:

- Oversees the maintenance of all electronic equipment and services
- Supervises online voting during any campus-wide elections
- Serves on a number of university committees related to academics, acting as the voice of ASG and the students at-large for those respective committees.
- Chairs the Technology Committee, which is appointed by the Director of Technology and the Director of Human Resources