# Associated Students, CSUF, Incorporated

## Programs, Committees & Positions Descriptions

### Table of Contents

- **ASI Productions** ................................................................. 1
- **Association for Inter-Cultural Awareness (AICA)** .................. 2
- **Committee on Environmental Sustainability** ...................... 2
- **Communications Team** .................................................... 3
- **Community Engagement Coalition** .................................... 3
- **Elections** ........................................................................... 3
- **Executive Staff** .................................................................. 4
- **Irvine Campus ASI Productions** ......................................... 4
- **Lobby Corps** ...................................................................... 5
- **Scholarships Program** ...................................................... 5
- **Street Team** ....................................................................... 5
- **University Affairs/Presidential Appointee Coalition** .......... 6
- **Titan Tusk Force** ............................................................... 6
- **Titan Student Centers Governing Board** .......................... 7
**ASI Productions**

ASI Productions is the entertainment programming board of the ASI and hosts many weekly and special events on campus that include Pub Mondays & Tuesdays, Concerts, Pub Thursdays, Films, Union and Special Programming, and the Fall and Spring Concerts. ASI Productions enhances student life through its activities and create a sense of community, pride and spirit within CSUF.

**Director**

The ASIP Administrative Director will help manage the ASI Productions eboard of student leaders, manage a budget, and provide leadership training to the student leaders. In addition, the director will serve as the liaison to the CSUF campus community by informing about the different lunch time programming events and continue to bring quality entertainment for students on campus. Must be about to lead a group of student leaders, interact effectively with students, staff, faculty, campus community and general public.

**Pub Monday/Tuesday Coordinator**

The Pub Monday/Tuesday Coordinator will coordinate and implement weekly events where students are able to showcase their talent through karaoke and open mic.

**Wednesday Concerts Coordinator**

The Wednesday Concert Coordinator will research and coordinate weekly concerts from all genres such as country, swing, reggae, jazz, salsa, hip hop, rock, classical and etc.

**Pub Thursday Concerts Coordinator**

The Pub Thursday Concert Coordinator will research and coordinate weekly concerts from all genres such as country, swing, reggae, jazz, salsa, hip hop, rock, classical and etc.

**Sunday Series Coordinator**

The Sunday Series Coordinator will help bring programming on campus for those that can’t participate during the lunch time events that are hosted by ASIP by coordinating and implement concerts, karaoke, open mic, and special events throughout the year.

**Film Coordinator**

The Films Coordinator will research films and coordinate film showings from recent, foreign and independent releases.

**Fall Festival/Spring Concert Coordinator**

The Fall Festival/Spring Concert Coordinator will coordinate and implement a large scale concert event during both the Fall and Spring Semesters that will bring CSUF students and campus community together for quality entertainment, excitement, and fun.

**Union & Special Programming Coordinators (2 positions)**

The Union and Special Programming Coordinators will help bring special events on campus and inside the Titan Student Union by coordinating and implementing events such as All Night Study, Titan Fitness Challenge, Homecoming Dance, and other special events throughout the year.
Association for Inter-Cultural Awareness (AICA)
The Association for Inter-Cultural Awareness (AICA) is the multicultural programming board of the ASI. AICA encourages and supports the multicultural programming of Council Members by controlling and distributing ASI funds. AICA serves as an instrument of student opinion and advocacy and provides a forum for Council Members to share their experiences as members of the CSUF community.

Events Coordinator
The Events Coordinator will help bring multicultural programming on campus by coordinating and implementing events such as Rally Against Hate, Multicultural Taste, International Festival, Cultural Couture, and other multicultural events throughout the year.

Advocacy Coordinator
The Advocacy Coordinator will update the general council members on advocacy issues, concerns, and activities. The coordinator will generate discussion regarding issues affecting students locally, nationally, and internationally.

Public Relations Coordinator
The Public Relations Coordinator will formulate, direct and coordinate marketing activities and social media for AICA events and resource fairs. In addition, the coordinator will be responsible for preparing and maintaining all proposals, minutes, agendas and handouts of the general council meetings of AICA.

Committee on Environmental Sustainability
The ASI Committee on Environmental Sustainability is a sub-committee of the ASI Board of Directors and programs events and campaigns on campus related to issues of environmental sustainability. The committee is responsible to planning and implementing annual Earth Day events and activities as well as other events to raise awareness amongst CSUF students.

Environmental Sustainability Director
The Environmental Sustainability Director will serve as the chair for the Committee on Environmental Sustainability. In addition, this position is responsible for coordinating and developing the committee and staff and planning ASI Earth Week activities.

Vice Chair
The Vice Chair assists with the development of the committee and the planning and implementation of events and campaigns.

Waste & Energy Coordinator
The Waste & Energy Coordinator updates the committee on pertinent issues related to sustainability and communicates with campus administrators about sustainability issues on campus.

Communications & Programming Coordinator
The Communications & Programming Coordinator oversees and operates all the communications efforts pertinent to the committee. Communication efforts include social media, promotional items and marketing strategies to promote the committee.
Communications Team
The Communications Team focuses on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community. The Communications Team is overseen by the Chief Communications Officer (see the CCO position description on the Executive Staff page).

Events Coordinator
The Events Coordinator plans special events which include ASI Cookouts, Night Student Outreach and All Night Study Efforts. They help plan, prepare and execute each event alongside the Chief Communications Officer.

Outreach & Campus Relations Coordinator
The Outreach & Campus Relations Coordinator is a liaison between the ASI and the student body. They do campus outreach to clubs and organizations in order to facilitate collaborations. They also assist with tabling and announcing to organizations on behalf of the ASI.

Social Media & Marketing Coordinator
The Social Media & Marketing Coordinator assists with the social media efforts of the ASI by managing Facebook, Twitter, Instagram and Youtube accounts. They also help to plan and implement other creative concepts to promote any and all events of the ASI.

Community Engagement Coalition
The Community Engagement Coalition is a group focused on sharing the contributions of the CSUF student body with the community and improving relations with community members. The CEC is overseen by the Community Engagement Director who works closely with the Chief Communications Officer to plan and implement the group’s activities (see the CCO position description on the Executive Staff page).

Community Engagement Director
The Community Engagement Director is responsible for the overall success of the Community Engagement Coalition. As part of the team, they plan and implement strategies and campaigns that will share the student body’s contribution with the local community.

Public Relations Coordinators (2 positions) & Outreach Coordinator
The Public Relations Coordinators and Outreach Coordinator assist in the planning and implementation of strategies and campaigns related to the success of the Community Engagement Coalition.

ASI Elections (Student Body Election)
The annual ASI Election (student body election) happens each spring semester. In the election, students vote for their college representatives to the ASI Board of Directors and for the ASI President and Executive Vice President.

Elections Commissioner
The Elections Commissioner plans, implements, and oversees the annual student body election. The position is responsible for planning promotional campaigns to raise awareness about the election, for creating, updating, and publishing the candidate packets for election candidates and managing the student ballots, and encouraging students to vote.
Executive Staff
The Executive Staff is composed of the ASI President, Executive Vice President, Vice President of Finance, Chief Administrative Officer, Chief Communications Officer, and Chief Governmental Officer. The ASI Executive Staff represent students’ needs and interests to the Cal State Fullerton administration, faculty & staff, and campus community. They manage the day-to-day proceedings of student programs and initiate projects that benefit students.

Vice President of Finance
The Vice President of Finance is in charge of overseeing and implementing the ASI budget. They are in charge of the annual budget proposal and development process and work closely with ASI programs and funded and funding councils throughout the year. The Vice President of Finance chairs the IRA and Finance Committees.

Chief Administrative Officer
The Chief Administrative Officer is in charge of meeting with students who are interested in serving on committees and planning and implementing the Presidential Appointee Coalition. The CAO serves as the chair of the University Affairs committee and implements strategies to raise awareness of campus issues.

Chief Communications Officer
The Chief Communications Officer oversees the Communications Team and the Community Engagement Coalition. The CCO plans and implements strategies and campaigns to reach both the student body and greater campus community in close collaboration with various programs and the ASI Marketing Office. The CCO also implements special events for the ASI such as Cookouts, Pizza with the Presidents, and Night Student Outreach.

Chief Governmental Officer
The Chief Governmental Officer oversees the Lobby Corps committee and represents ASI at the California State Student Association. The CGO plans and implements strategies to raise awareness about CSU system-wide and legislative issues and is focused on implementing the legislative advocacy programs of the ASI.

Irvine Campus Productions
The ASI Irvine Campus Productions Coordinators will have an exciting opportunity to work at the CSUF Irvine Campus and assist in the development and execution of marketing and promotional efforts for Irvine Campus ASI events/programs. Additionally, the coordinators will work as a team to recruit student involvement. The coordinators must be highly motivated, enthusiastic individuals looking to gain experience in a variety of marketing and promotional events and campaigns.

Three Coordinator Positions: Titan Pride Coordinator, Special Events Coordinator, Films Coordinator
**Lobby Corps**
Lobby Corps is a sub-committee of the ASI Board of Directors and focuses on raising awareness of current CSU system-wide and legislative issues to the student body. The committee also focuses on legislative advocacy by meeting with local and state-wide legislators and stakeholders. The committee is chaired and overseen by the Chief Governmental Officer (see the CGO position description on the Executive Staff page).

**Vice Chair**
The Vice Chair assists with the development of the Lobby Corps committee and the planning and implementation of events and campaigns. The Vice Chair also assists the Chief Governmental Officer with any on campus and off campus efforts to advocate on behalf of the student body.

**Advocacy Coordinator**
The Advocacy Coordinator assists the Chief Governmental Officer and the Vice Chair with any advocacy efforts including the planning and implementation of events like Advocacy Awareness Day, Hands Up for Higher Education, and legislative visits with state legislators.

**Strategic Communications Coordinator**
The Strategic Communications Coordinator oversees and operates all the communications efforts pertinent to the ASI Lobby Corps committee. Communication efforts include: social media, promotional items and marketing strategies to promote the Lobby Corps.

**Scholarship Program**
The ASI Scholarship Program offers an array of different scholarship awards each semester. The program is operated by a committee of students that is overseen by the Scholarship Director. The group is responsible for promoting the scholarship program, reviewing and grading applications, and finally, interviewing and selecting recipients.

**Scholarship Director**
The Scholarship Director works with the Executive Vice President to plan and implement promotional campaigns, organize and run the scholarship committee, and coordinate the logistics of the scholarship program. The Scholarship Director chairs the scholarship committee and plans training on promotions and grading for the committee.

**ASI Street Team**
Street Team is a part of the ASI that helps and supports many programs including Titan Tusk Force, ASI Productions, and AICA. Students interested in learning leadership skills, how to plan and run events, making new friends, or just getting involved are encouraged to join the street team. Street Team meetings are fun, exciting, and interactive for participants.

**Street Team Coordinator**
The Street Team Coordinator recruits students to get involved in ASI by coordinating weekly meetings that help street team members get a strong understanding of the ASI, build leadership skills, and learn how they can help with ASI events.
University Affairs & Presidential Appointee Coalition
University Affairs is a sub-committee of the ASI Board of Directors and focuses on advocating on behalf of students for on campus issues. The Presidential Appointee Coalition is the program that coordinates the appointment, development, and monitoring of students serving on Academic Senate and University-Wide Committees. The University Affairs Committee and the Presidential Appointee Coalition are chaired and overseen by the Chief Administrative Officer (see the CAO position description on the Executive Staff page).

Vice Chair
The Vice Chair assists the Chief Administrative officer with any and all efforts on behalf of the University Affairs Committee and Presidential Appointee Coalition. The Vice Chair helps to implement events that will raise awareness on the campus pertaining to the University.

Titan Tusk Force
Titan Tusk Force is the school pride and spirit programming board of the ASI. TTF strives to develop a strong sense of campus unity, pride and identity with CSUF by planning and implementing various events and activities throughout the year that include Fall Spirit Week and Homecoming Week.

Director
The Titan Tusk Force Director will oversee the Titan Tusk Force staff and manages the TTF budget. In addition, the director will serve as the liaison to the CSUF campus community by informing about different spirit events and continue to bring Titan Pride on campus.

Events Coordinator
The Titan Tusk Force Events Coordinator will help develop a strong sense of campus unity and pride by coordinating and implementing events such as Fall Spirit Week, Homecoming Week, and other spirit events throughout the year.

Athletics Coordinator
The Titan Tusk Force Athletics Coordinator will coordinate and implement tailgates for athletic games and bring Titan Pride to the athletic games.

Marketing and Recruitment Coordinator
The Titan Tusk Force Recruitment/Marketing Coordinator will formulate, direct and coordinate marketing activities and social media for Titan Tusk Force events, tailgates, and resource fairs.
Titan Student Centers Governing Board
The Titan Student Centers is a major program operated as part of the Associated Students, CSUF, Incorporated, and an on-campus non-profit organization serving the needs of CSU Fullerton students. The Titan Student Centers provides a host of programs and services, including: study and social lounges; computer access areas; campus service facilities (i.e. food services, ATM banking); meeting and conference spaces; games and recreation programs; and a comprehensive recreation/intramural sports program. The Titan Student Centers delivers programs and services are delivered primarily at the Titan Student Union and the Student Recreation Center facilities on the Fullerton campus. Titan Student Center services are also provided at the CSUF Irvine Campus.

The purpose of this Governing Board is to establish policies which will assure that the Titan Student Centers is a unifying force between students, faculty, and staff; a campus center for social, cultural, and intellectual activities and services; a place to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university; and to provide experience in self-government and civic responsibility.

The Titan Student Centers Governing Board has four Subcommittees. The Subcommittees are as follows:

Committee on Planning is responsible for the oversight of the operating budget, planning, future projects and allocation of space for the Titan Student Centers. The Committee makes formal recommendations to the Governing Board on all actions.

Committee on Services is responsible for the oversight of the hours of operation, policy and services/programs for the Titan Student Centers. The Committee makes formal recommendations to the Governing Board on all actions.

Art Acquisition Committee is responsible for creating an educational forum through the acquisition of student artwork to be housed in the Titan Student Centers which will stimulate dialogue and programming both for the student who produced the art and the student who interacts with the acquired art.

Food Advisory Committee is a University-wide advisory committee, which is charged with the responsibility of maintaining the quality of the University’s food services at the highest level. The Committee provides advice, feedback and recommendations to the food services director regarding policies concerning food service on campus. The Committee provides constructive feedback to the food services director regarding the quality of service, variety and prices on the menu, service area cleanliness and overall customer service.

Students apply to the Governing Board itself and then are appointed to one of the available positions.

Available Governing Board Positions
4 Student-At-Large Members (One-Year appointments)
1 Two-Year Student-At-Large Members (Two-Year appointments)
2 One-Year Student-At-Large Alternates (One-Year appointments)
2 Student-At-Large Members to serve on TSC Governing Board Subcommittees (One-Year appointments)