



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
Responsibilities and Expectations
2016-2017

NAME: _____ POSITION: _____

As an appointed member of the Santos Manuel Student Union Board of Directors, you must fulfill the following:

Responsibilities:

1. Attend board and sub-committee meetings as assigned or otherwise appointed respective to your position.
2. Miss no more than three (3) regularly scheduled board and/or committee meetings per quarter.
3. Adhere to open meeting law and conflict of interest regulations.
4. Attend the Board of Directors' annual retreat.
5. Perform as a committee chair or member, hold individual committee meetings, setting agendas, and following up on projects initiated and/or assigned as appropriate.
6. Submit status reports on progress as requested by Chair and/or Vice Chair throughout your term.
7. Notify the Santos Manuel Student Union Administrative Office and colleagues regarding changes or conflicts in scheduling.

In addition, you should fulfill the following:

Expectations:

1. Ensure that you act in the best interest of the students and the campus of California State University, San Bernardino.
2. Make an effort to keep a sufficient line of communication open between fellow officers, committees, and the organization.
3. Be knowledgeable of the Santos Manuel Student Union Bylaws, Articles of Incorporation, committee responsibilities, and the role they play within the organization.
4. Support the efforts of the Santos Manuel Student Union as a whole, while maintaining interaction with other Santos Manuel Student Union programs/activities.
5. Fulfill your general and specific job requirements, trying to avoid mistakes to the best of your ability, but owning up to them if they occur with honesty and assertiveness.
6. Resign in the event that you are unable to fulfill your job requirements due to personal trauma, health, academics, or commitment to other co-curricular activities.

My signature below indicates that I have read and understand the Santos Manuel Student Union Board of Directors' Responsibilities and Expectations statement and I will abide by it and its provisions. My failure to fulfill the responsibilities as outlined may result in my removal from the Santos Manuel Student Union Board of Directors.

Board Member's Signature

Date

Chair's Signature

Date

Interim Executive Director's Signature

Date