

ASI Elections Committee

Position Descriptions 2025-2026



ASSOCIATED STUDENTS, INC.
CAL STATE EAST BAY

Minimum Eligibility:

To meet minimum requirements to serve on an ASI Committee, you must:

- (1) be a currently enrolled student (undergraduate or graduate)
- (2) have a minimum GPA of 2.15
- (3) be in good standing (ie, judicial, financial, etc.)

Chair

- Coordinate, plan, and attend all weekly election committee meetings as well as all events.
- Preside over all meetings of the committee and prepare all agendas
- Serve as the primary liaison and contact with the ASI Board of Directors, which may include attending occasional meetings and providing updates.
- Supervise the 4 other committee members (Vice Chair, Events & Marketing Coordinator, Ethics Coordinator, and Volunteer Coordinator)
- Work with committee advisors to coordinate the selection and training of all other committee members.
- Prepare annual budget requests and reports in accordance with ASI by-laws and policies.
- Work with the Ethics Coordinator to ensure that the elections code and procedures are up to date and upheld.
- Work with the Vice Chair to develop and maintain the operational calendar for the committee.
- Work with the Vice Chair to ensure that the Elections ballot is up-to-date and prepared.
- Maintain all records (drive materials) for the committee.
- Communicate with ASI staff for the processing of committee member scholarships.
- Work directly with elections committee advisors to ensure success of the committee.
- Coordinate appreciation efforts of the committee.
- Serve as a poll watcher and perform other duties as assigned.

Vice Chair

- Attend all weekly elections committee meetings as well as all events.
- Preside over elections committee meetings in the absence of the Chair.
- Take and maintain all minutes for weekly committee meetings.
- Maintain the day-to-day committee budget and assist Chair when necessary for budget reports, tracking, etc.
- Work with the Chair to develop and maintain the operational calendar for the committee.
- Work with the Chair to ensure that the Elections ballot is up-to-date and prepared.
- Work with the Ethics Coordinator to have the committee review all grievances and communicate outcomes to candidates.
- Serve as a poll watcher and perform other duties as assigned.

Events & Marketing Coordinator

- Attend all weekly elections committee meetings as well as all events.

- Coordinate and design marketing plan and theme for committee, elections, and events in conjunction with ASI marketing staff and elections committee.
- Develop and ensure appropriate social media platforms are used to advertise elections and candidate information.
- Ensure that the campus community has accurate voter information, via an “elections information guide”.
- Coordinate all candidate forums, including marketing, room/space reservations, food/entertainment, etc.
- Serve as a poll watcher and perform other duties as assigned.

Ethics Coordinator

- Attend all weekly elections committee meetings as well as all events.
- Work with Chair to ensure that the elections code and procedures are up to date and upheld.
- Prepare and coordinate the candidate orientation sessions to ensure all candidates are fully educated on the elections process, code, and grievance process.
- Supervise the polling stations, including the scheduling of poll workers.
- Prepare instructions and any training for poll workers.
- Serve as primary organizer of the grievance process including the reporting form posted on the ASI Elections webpage.
- Work with the Vice Chair to have the committee review all grievances and communicate outcomes to candidates.
- Serve as a poll watcher and perform other duties as assigned.

Volunteer Coordinator

- Attend all weekly elections committee meetings as well as all events.
- Coordinate all efforts to recruit volunteers to assist with all committee events, such as candidate forums, candidate posting locations, and polling stations.
- Maintain volunteer sign-ups/schedule in conjunction with the other committee members.
- Coordinate thank you/recognition of all volunteers.
- Serve as a poll watcher and perform other duties as assigned.

Please note:

- Once seated on the ASI Elections Committee (by the current ASI Board of Directors), the committee members are not eligible to run for an upcoming ASI Board position for the 2026-2027 year due to conflict of interest.
- The approximate service and work for the ASI Elections Committee will happen between late January 2026 through May 2026. If there are vacant Board positions after the committee service ends, former ASI committee members would be eligible to apply for vacant board positions.
- As per ASI policy, committee members will receive a scholarship prior to the end of Spring 2026 for their service. The amount may range between \$150-\$250 per month of service, depending on the involvement and need for the committee. For students that receive financial aid, the scholarship counts toward your cost of attendance (should you have questions on how this may impact your aid, please contact Financial Aid & Scholarships Dept).