

# **S.B.C. 5 (2024)**

Chief of Staff Position

Drafted by Lilly Humber, Student Body President  
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Endorsed by Anna Horan, Junior Senator  
Endorsed by Alexa Pritchard, Senator At-Large for Greek Life

IN AMENDMENT TO:

The creation of Appendix 24 “Chief of Staff,” Appendices of the Associated Student Government of Santa Clara University



**CHIEF OF STAFF**  
**Executive Branch**  
*Appendix 24*

**I. General Information**

- A. Act as the primary advisor to the members of the Executive Branch.
- B. Supervised by the Student Body President and Vice President.

**II. Essential Responsibility**

- A. Responsible for helping the Student Body President and Vice President oversee the general operations and functions of ASG, acting as general aide and consultant to all members of ASG, and conducting outreach to the Student Body.

**III. Specific Responsibilities**

**A. Liaison Responsibilities**

- 1. Act as a liaison, in conjunction with the Executive Branch, between the undergraduate student body and ASG.

**B. Organizational Development**

- 1. Safeguard and promote a positive image of ASG through efficient and effective management.
- 2. Plan and coordinate an annual State of the Community event with the Public Relations Vice President and Student Body Vice President.
- 3. Assist President and Vice President in the maintenance and upkeep of social media platforms and outreach to the student body.
- 4. Collect and update all university organizational charts for distribution to ASG members
- 5. Chair and coordinate the work of the Archiving Committee.
- 6. Chair and coordinate an ad hoc Special Programs Committee.
  - a. The Special Programs Committee would serve as an as-needed advisory board if and when members of the ASG wish to address issues that do not fall under their purview.

**IV. Qualifications**

- A. Must have one year of ASG experience.
- B. Must be currently enrolled in at least one course as an undergraduate student at SCU.
- C. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).
- D. Must possess excellent communication, interpersonal, and facilitation skills.
- E. Must be able to manage time effectively.
- F. Must be able to work effectively with a diverse population of students, faculty, and staff.

**V. Appointment and Compensation**

- A. Appointed to a one-year term of office by the Student Body President in consultation with the Student Body Vice President, and confirmed by the Student Senate.
- B. Transition begins mid-Spring Quarter with outgoing Chief of Staff.
- C. Compensation is a \$1000 stipend paid evenly over a three quarter period.

a. Compensation period begins at the start of the 2024-2025 academic year

**VI.** Time Requirements

A. Meet 1.5 hours weekly with Cabinet.

B. Meet 1.5 hours weekly with Student Body President and Vice President.

C. Meet 1 hour weekly with ASG Advisor.

D. Attend weekly Student Senate meeting.

E. Meet at least twice a quarter with the Archiving Committee.

F. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.

G. Attend quarterly ASG Cabinet retreat.

H. Participate in all transition activities enumerated in the ASG Bylaws.

M. Estimated hours per week: 10-15 hours.