

# ASUO OFFICER POSITIONS

Revised January 2022



## ABOUT ASUO

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The Associated Students of the University of Oregon (“ASUO”) is the recognized Student Government Association at the University of Oregon. A student-led organization, ASUO is the primary campus mechanism through which students can express collective opinions on UO positions, policies, and procedures, as well as organize and advocate through campaigns designed to benefit student interests. Additionally, the ASUO also recommends and allocates the student Incidental Fee and coordinates the recognition of student organizations.

As the dive-in point for engagement at UO, students come to ASUO to experience leadership first-hand, and grow, thrive, and develop as they conquer institutional issues of importance to them. ASUO Officers must be members of ASUO, defined as an individual enrolled at UO at least half-time, and who has been assessed the Incidental Fee for all terms in which they are serving as officers.

## EXECUTIVE BRANCH: ASUO PRESIDENT & VICE PRESIDENT

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**Term:** One Year. Position begins May 25 and ends May 24.

**Time Commitment:** Approximately 20-40 hours per week for duration of term.

**Eligibility:** Must be a UO Student, undergraduate or graduate, enrolled at least half-time, who has been assessed the Incidental Fee for the current term/semester.

### EXECUTIVE BRANCH

The ASUO Executive Branch is a 26 to 30-person cabinet comprised of the president, vice president, chief of staff, cabinet directors, secretaries, and elections board. The president, and sometimes the vice president, are elected positions. Every other executive cabinet position is appointed by the president. The executive branch is governed by the ASUO Constitution, university-wide policies, and state and federal law. Executive branch officers serve for one year (at most) and must seek re-election or re-appointment in order to return to office.

The ASUO Executive Cabinet is advised by Becky Girvan, Director of Student Government Engagement and Success.

### RESPONSIBILITIES & TAKEAWAYS

The ASUO President and ASUO Vice President are two of the most arduous leadership roles on the university campus. Broadly, these individuals serve as liaisons between university students and university administrators. Specifically, the president and vice-president are responsible for:

1. Comprehending the needs of ASUO Members – university undergraduate and graduate students – and the university climate as experienced by members. This involves establishing and upholding regular channels of communication which may be used to collect and disseminate information to students across three campuses (Eugene, Portland, and Charleston).
2. Representing ASUO student government with the community and with ASUO Members. This involves developing extensive understanding of ASUO operations in order to identify potential areas for reform and change and in order to communicate accurate information. Oversee any marketing or advertising

campaigns to promote the organization or its endeavors and coordinate ASUO social media channels. Identify and strive to uphold the organization's mission and values. Coordinate the annual review of the ASUO Diversity Plan.

3. Advocating on behalf of student interests, campus wide. This includes direct advocacy by discussing student interests directly with campus decision-makers, galvanizing the executive branch toward action, and designing and coordinating grassroots campaigns in order to advance them. Report on ASUO activity at campus-wide meetings including University Senate and the Board of Trustees. Historically, this has also included maintaining a coordinated presence on the Tuition and Fee Advisory Board (TFAB), which annually recommends the university's financial action on the amounts collected through tuition and fees.
4. Overseeing ASUO's 200+ recognized student organizations, the student organization community, and ASUO's student organization recognition process. This includes communicating with student organization leaders and members, coordinating development opportunities, and hosting activities designed to increase and uphold student organization participation and growth. The executive branch, as guided by the president and vice president, also coordinates ASUO's recognition process for new organizations.
5. Creating the executive cabinet structure and coordinating the selection, management, and training of executive cabinet members. The executive also oversees the ASUO Internship Program.
6. Coordinating nearly 80 appointments to university-wide committees and task forces and ensuring the timely selection and appointment of ASUO Members to fill vacancies within any of ASUO's three branches. This involves communicating with university officials who manage the committees, marketing the opportunities, and coordinating the selection and appointment process.
7. Leading the executive action on the Incidental Fee and approving or vetoing financial decisions made by the legislative branch. This involves developing extensive understanding of Incidental Fee-funded endeavors in order to identify potential changes or respond to requested change and maintaining regular communication with student senate on their financial priorities and decisions.
8. Hosting campus-wide events. Historically, this includes the bi-annual ASUO Street Faire and ASUO Elections. The ASUO President has also historically been invited to speak at University Convocation and Commencement.

On a day-to-day basis, the president and vice president should expect to hold weekly office hours, engage in cabinet management and the advancement of goals, respond to email and other forms of communication, and maintain regular meetings with university officials, including but not limited to: University President, Vice President for Student Life, and the Dean of Students. The vice president is also expected to attend student senate meetings, held weekly on Wednesday evenings at 7:00pm, as a non-voting member, and is an ex-officio member of the Student Planning and Construction Committee.

While overall time commitment varies, the president and vice president should expect to spend significant amounts of time – 20 to 40 hours per week – working to fulfill the responsibilities of their position. Involvement is highest during the first month of term (May) and as the legislative branch finalizes the Incidental Fund Budget Recommendation in January. Summer is also a demanding time for the president and vice president, as this is when goals are finalized, the cabinet structure comes together, and campaigns are developed. The president is eligible for a monthly leadership stipend of \$1,522.50 and the vice president, \$1,339.80.

Success in these positions is tied to individuals with excellent communication and critical thinking skills and a resilience toward effectively navigating government bureaucracy and democratic processes. The

development and growth tied to these positions is an excellent match for individuals interested in careers in government, finance, and public policy or law. The president and vice president will practice and hone their skills in several key areas which are currently sought by employers:

- **Leadership.** Leverage the strength of others to achieve common goals. Practice organizing, prioritizing, and delegation. Use interpersonal skills to coach and develop teammates and empathy to guide and motivate.
- **Critical Thinking.** Review and interpret facts and data in order to analyze issues of importance to the committee, make decisions, and work collectively to overcome problems.
- **Communication.** Through public speaking and writing, practice articulating thoughts and ideas in a clear and effective manner.
- **Global and Intercultural Fluency.** Develop and expand personal sensitivity, openness, inclusiveness, and the ability to interact across differences. Learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
- **Teamwork.** Build collaborative relationships through shared endeavors while negotiating and managing conflict.
- **Work Ethic.** Demonstrate personal accountability through habits which reflect punctuality, effective time and workload management, learning from mistakes, integrity, and actions that align with the interests of the larger community.
- **Digital Technology.** Leverage digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

## **LEGISLATIVE BRANCH: FINANCE SENATOR (STUDENT SENATE SEATS 01-10)**

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Term:	One or Two Years (see available position listing/varies by year). Position begins May 25 and ends May 24.
Time Commitment:	Approximately 15-25 hours per week for duration of term.
Eligibility:	Must be a UO Student, undergraduate or graduate, enrolled at least half-time, who has been assessed the Incidental Fee for the current term/semester.

### **STUDENT SENATE**

Student Senate is a 24-member organization with authority to initiate Incidental Fee funding decisions, confirm appointments of new officers, and publish formal opinions of the University of Oregon student body. As ASUO's guiding body of the Legislative Branch, Student Senate initiates resolutions (laws), confirms presidential appointees, initiates funding decisions related to the incidental fee, and ratifies the actions of the four finance committees under its jurisdiction.

Comprised of thirteen Academic Senators, ten Finance Senators, and a First-Year Representative, Student Senate is governed by both the ASUO Constitution and the Rules of the Student Senate, and its officers are also required to adhere to university policy as well as state and federal law. Twenty-one of ASUO's Senators serve two-year terms, and the remaining three serve one-year terms.

Student Senate is advised by Becky Girvan, Director of Student Government Engagement and Success.

## ASUO FINANCE COMMITTEES

Four finance committees are structured within of the ASUO Legislative Branch. Each of the ten finance senator positions is tied to one of them.

The **Programs Finance Committee** (“PFC”) is a nine-member student organization comprised of students and advised by Student Government Engagement and Success. This committee bears responsibility for examining the use of Incidental Funds by ASUO’s 200+ Recognized Student Organizations and making recommendations to Student Senate regarding future Incidental Fund allocations for student organizations. Four at large members, two appointees, and three finance senators comprise the PFC. Six of PFC’s members serve two-year terms and the remaining members serve one-year terms. PFC Meetings are set by the PFC Chair.

The **Departments Finance Committee** (“DFC”) is a seven-member student organization comprised of students and advised by Student Government Engagement and Success. This committee bears responsibility for examining the use of Incidental Funds by department-based programs – 17 units within the university with I-Fee funded programs or services – and making recommendations to Student Senate regarding future Incidental Fund allocations for department-based programs. Examples of department-based programs funded by DFC include: Basic Needs Program; Student Government Engagement and Success; Duck Rides; and Mills International Center. Three at large members, one appointee, and two finance senators comprise the PFC. The ASUO Finance Director is an ex-officio member. Four of DFC’s members serve two-year terms and the remaining members serve one-year terms. DFC Meetings are set by the DFC Chair.

The **Erb Memorial Union Board** (“EMUB”) is a 16-member committee comprised of students, faculty, and staff and advised by the EMU Director. This committee bears responsibility for providing day-to-day operational guidance to staff members of the EMU. EMUB has two standing committees, one of which is the Finance Committee, which bears responsibility for recommending the allocation and appropriation of Incidental Funds for the EMU and for all EMU-based programs. Examples of EMU-based programs and operating services include: the Moss Street Children’s Center; Custodial Services; Administrative Services; Facilities; and Scheduling and Event Services. Seven elected students, five appointed students, three faculty, and one EMU staff member comprise the EMUB. The EMU Finance Committee is comprised of members of the EMUB. EMUB and EMU Finance Committee Meetings are set by the EMUB and EMU Finance Committee Chair.

The **Athletics and Contracts Finance Committee** (“ACFC”) is a seven-member student organization comprised of students and advised by Student Government Engagement and Success. This committee bears responsibility for examining the use of Incidental Funds by eight service providers contracted to provide specific services to UO students and making recommendations to Student Senate regarding future Incidental Fund allocations for contracted services. Examples of contracted services funded by ACFC include: LTD student transit passes; childcare services at Spencer View; and legal services for students. Two at large members, one appointee, and two finance senators comprise the ACFC. The ASUO Finance Director is an ex-officio member. Four of ACFC’s members serve two-year terms and the remaining members serve one-year terms. ACFC Meetings are set by the ACFC Chair.

## RESPONSIBILITIES & TAKEAWAYS

Finance senators serve on both Student Senate and on an ASUO Finance Committee (designated by seat number). These officers must uphold the responsibilities of both bodies and are expected to serve as a liaison between student senate and their designated finance committee.

As senators, these officers help to determine the financial priorities of the legislative branch and are responsible for making incidental fund decisions which support these priorities and align with ASUO’s

mission. Finance senators must: exercise availability to constituents by publishing and attending weekly office hours; attend and participate in weekly Senate meetings (Wednesday evenings at 7pm); participate in at least two internal committees; attend mandatory trainings; and attend budget hearings outside of their finance committee in order to gain insight and understanding of the Incidental Fund Recommendation. Senators have an opportunity to serve on external committees, such as University Senate and dozens of university-wide boards and task forces. Student Senate annually selects five senators to serve in leadership positions; all senators are eligible for these roles.

As finance committee members, these officers help to determine the financial priorities of their assigned finance committee and are responsible for making incidental fund decisions which support these priorities, the priorities of Student Senate, and to align decisions with ASUO's mission. Finance senators must: exercise availability to I-Fee funded units served by the committee by publishing and attending weekly office hours; attend and participate in committee meetings; attend mandatory and skill-based trainings; serve as a liaison to an I-Fee funded unit or possibly several I-Fee funded units, as determined by the Committee Chair; work collaboratively to identify committee financial priorities and to support committee endeavors; and consult regularly with the Committee Chair to ensure positional responsibilities are being met. Finance committees annually select two committee members to serve as Chair and Vice Chair; all members of the committee are eligible for these leadership roles.

While overall time commitment varies, the average time commitment for finance senators is 15-25 hours per week. Involvement will increase around peak periods of activity, such as the budget cycle in November and January. This position is eligible for a monthly base leadership stipend of \$852.60 (up to 11 months).

Success in this position is tied to individuals with excellent communication skills, a firm understanding of team-driven success, and experience making decisions based on quantitative data and viewpoint-neutral factors. The development and growth tied to this position is an excellent match for individuals interested in careers in government, finance, and public policy or law. Student Senators will practice and hone their skills in several key areas which are currently sought by employers:

- **Leadership.** Leverage the strength of others to achieve common goals. Practice organizing, prioritizing, and delegation. Use interpersonal skills to coach and develop teammates and empathy to guide and motivate.
- **Critical Thinking.** Review and interpret facts and data in order to analyze issues of importance to the committee, make decisions, and work collectively to overcome problems.
- **Communication.** Through public speaking and writing, practice articulating thoughts and ideas in a clear and effective manner.
- **Global and Intercultural Fluency.** Develop and expand personal sensitivity, openness, inclusiveness, and the ability to interact across differences. Learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

## **LEGISLATIVE BRANCH: ACADEMIC SENATOR (STUDENT SENATE SEATS 11-23)**

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Term: One or Two Years (see available position listing /varies by year). Position begins May 25 and ends May 24.

Time Commitment: Approximately 10-20 hours per week for duration of term.

**Eligibility:** Must be a UO Student, undergraduate or graduate, enrolled at least half-time, who has been assessed the Incidental Fee for the current term/semester. In addition, student's major field of study must match one of the designated areas of study associated with their seat number.

## STUDENT SENATE

Student Senate is a 24-member organization with authority to initiate Incidental Fee funding decisions, confirm appointments of new officers, and publish formal opinions of the University of Oregon student body. As ASUO's guiding body of the Legislative Branch, Student Senate initiates resolutions (laws), confirms presidential appointees, initiates funding decisions related to the incidental fee, and ratifies the actions of the four finance committees under its jurisdiction.

Comprised of thirteen Academic Senators, ten Finance Senators, and a First-Year Representative, Student Senate is governed by both the ASUO Constitution and the Rules of the Student Senate, and its officers are also required to adhere to university policy as well as state and federal law. Twenty-one of ASUO's Senators serve two-year terms, and the remaining three serve one-year terms.

Student Senate is advised by Becky Girvan, Director of Student Government Engagement and Success.

## RESPONSIBILITIES & TAKEAWAYS

Academic senators serve as a liaison between Student Senate and the academic constituencies their seat represents. Each of the thirteen academic senators represents an assigned grouping of major fields of study, and a major field of student for the senator representing each constituency must match with one of these fields. The list of academic majors tied to each academic senate seat can be found in the [Election Reference Docs Folder](#) within the Elections Board Organization's Engage Platform. (Requires login to Engage using UO Credentials.)

Academic senators serve on Student Senate. As senators, these officers help to determine the financial priorities of the legislative branch and are responsible for making incidental fund decisions which support these priorities and align with ASUO's mission. Academic senators must: exercise availability to constituents by publishing and attending weekly office hours; attend and participate in weekly Senate meetings (Wednesday evenings at 7pm); participate in at least two internal committees; attend mandatory trainings; and attend budget hearings outside of their finance committee in order to gain insight and understanding of the Incidental Fund Recommendation. Senators have an opportunity to serve on external committees, such as University Senate and dozens of university-wide boards and task forces. Student Senate annually selects five senators to serve in leadership positions; all senators are eligible for these roles.

While overall time commitment varies, the average time commitment for academic senators is 10-20 hours per week. Involvement will increase around peak periods of activity, such as the budget cycle in November and January, and any activities associated with the academic majors that this position represents. This position is eligible for a monthly base leadership stipend of \$730.80 (up to 11 months).

Success in this position is tied to individuals with excellent communication skills, a firm understanding of team-driven success, and experience making decisions based on quantitative data and viewpoint-neutral factors. The development and growth tied to this position is an excellent match for individuals interested in careers in government, finance, and public policy or law. Senators will practice and hone their skills in several key areas which are currently sought by employers:

- **Leadership.** Leverage the strength of others to achieve common goals. Practice organizing, prioritizing, and delegation. Use interpersonal skills to coach and develop teammates and empathy to guide and motivate.
- **Communication.** Through public speaking and writing, practice articulating thoughts and ideas in a clear and effective manner.
- **Work Ethic.** Demonstrate personal accountability through habits which reflect punctuality, effective time and workload management, learning from mistakes, integrity, and actions that align with the interests of the larger community.

## ELIGIBILITY

Academic senators must be enrolled and majoring in one of the fields within the academic constituencies tied to their seat.

## LEGISLATIVE BRANCH OFFICER: FINANCE COMMITTEE MEMBER AT LARGE

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Term:	One or Two Years (see available position listing /varies by year). Position begins May 25 and ends May 24.
Time Commitment:	Approximately 10-20 hours per week for duration of term.
Eligibility:	Must be a UO Student, undergraduate or graduate, enrolled at least half-time, who has been assessed the Incidental Fee for the current term/semester.

## ASUO FINANCE COMMITTEES

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The **Departments Finance Committee** (“DFC”) is a seven-member student organization comprised of students and advised by Student Government Engagement and Success. This committee bears responsibility for examining the use of Incidental Funds by department-based programs – 17 units within the university with I-Fee funded programs or services – and making recommendations to Student Senate regarding future Incidental Fund allocations for department-based programs. Examples of department-based programs funded by DFC include: Basic Needs Program; Student Government Engagement and Success; Duck Rides; and Mills International Center. Three at large members, one appointee, and two finance senators comprise the PFC. The ASUO Finance Director is an ex-officio member. Four of DFC’s members serve two-year terms and the remaining members serve one-year terms. DFC Meetings are set by the DFC Chair.

The **Erb Memorial Union Board** (“EMUB”) is a 16-member committee comprised of students, faculty, and staff and advised by the EMU Director. This committee bears responsibility for providing day-to-day operational guidance to staff members of the EMU. EMUB has two standing committees, one of which is the Finance Committee, which bears responsibility for recommending the allocation and appropriation of Incidental

Funds for the EMU and for all EMU-based programs. Examples of EMU-based programs and operating services include: the Moss Street Children's Center; Custodial Services; Administrative Services; Facilities; and Scheduling and Event Services. Seven elected students, five appointed students, three faculty, and one EMU staff member comprise the EMUB. The EMU Finance Committee is comprised of members of the EMUB. EMUB and EMU Finance Committee Meetings are set by the EMUB and EMU Finance Committee Chair.

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## RESPONSIBILITIES & TAKEAWAYS

At large committee members help to determine the financial priorities of their assigned finance committee and are responsible for making incidental fund decisions which support these priorities, the priorities of Student Senate, and to align decisions with ASUO's mission. At large members are expected to meet the responsibilities placed on all finance committee members, including: exercise availability to I-Fee funded units served by the committee by publishing and attending weekly office hours; attend and participate in committee meetings; attend mandatory and skill-based trainings; serve as a liaison to an I-Fee funded unit or possibly several I-Fee funded units, as determined by the Committee Chair; work collaboratively to identify committee financial priorities and to support committee endeavors; and consult regularly with the Committee Chair to ensure positional responsibilities are being met. Finance committees annually select two committee members to serve as Chair and Vice Chair; all members of the committee are eligible for these leadership roles.

While overall time commitment varies, the average time commitment for finance committee members is 10-20 hours per week. Involvement will increase around peak periods of activity, such as the budget cycle in November and January. This position is eligible for a monthly base leadership stipend of \$609.00 (up to 11 months).

Success in this position is tied to individuals with excellent communication skills, a firm understanding of team-driven success, and experience making decisions based on quantitative data and viewpoint-neutral factors. The development and growth tied to this position is an excellent match for individuals interested in careers in government, finance, and public policy or law. Committee members will practice and hone their skills in several key areas which are currently sought by employers:

- **Leadership.** Leverage the strength of others to achieve common goals. Practice organizing, prioritizing, and delegation. Use interpersonal skills to coach and develop teammates and empathy to guide and motivate.
- **Critical Thinking.** Review and interpret facts and data in order to analyze issues of importance to the committee, make decisions, and work collectively to overcome problems.
- **Teamwork.** Build collaborative relationships through shared endeavors while negotiating and managing conflict.