

Association of Student Activities: Executive Board Positions

*The ASA Executive Board **advocates** on behalf of student groups to gain resources for student groups' benefit, **allocates** resources among student groups, and **arbitrates** among student groups and any other involved parties. In general, the ASA **oversees** student group activity and is the governing body of students groups on the MIT campus.*

The ASA Executive Board is made up of ten students, each with equal voting power. Aside from the specific responsibilities listed below, each ASA Member works on one or more ASA Projects (often in groups of 2 or 3).

President

- Figurehead of the ASA – represents the Board to administrators, student groups, etc.
- Runs ASA meetings
- Ensures individual member projects are completed in timely manner
- Participates in UA and GSC meetings as “Committee Chairperson,” exercising voting ability when appropriate

Treasurer

- Center of Student Group Funding – sits on the 4 major student funding boards
 - Large Event Fund & ARCADE Fund – Chairperson of these two funds
 - GSC Funding Board – Member of the board (chaired by GSC Treasurer)
 - UA Finboard – Member of the board (chaired by UA Finboard Chair)
- Responsible (often with President) for ASA expenditures/reimbursements

Secretary

- Takes minutes at ASA Executive Board Meetings, Town Hall Meetings and General Body Meetings

(2) Graduate Student Members at Large (GMAL)

(2) Undergraduate Student Members at Large (UMAL)

(1) Student Member at Large (can be either a Graduate or Undergraduate)

GSC & UA Representatives

- Elected by the GSC and UA, respectively
- Attends GSC or UA meetings when appropriate

Association of Student Activities: Projects

Student Group Support

- Recognize New Student Groups
- Approve Constitutions (at recognition and at registration)
- Registration + Hazing Forms (each group must sign once a year)
- Activities Midway (2 x per year)
- First Year Summer Mailing
- ASA Database Updates
- ASA Website (announcements, allocations, general information)

Allocate Resources

- Bulletin Boards (alternating years)
- Office/Storage Space (alternating years)
- LEF/ARCADE – one ASA GMAL and UMAL (in addition to Treasurer)
- GSC Funding Board – one ASA GMAL (in addition to Treasurer)

Advocacy

- CAC Advisory Board (ASA sends one member)
- Public Service Center Steering Committee (ASA sends one member)
- GSC Executive Committee (typically ASA President)
- UA Executive Committee (typically ASA President)
- Dean for Student Life (monthly meeting, typically ASA President)
- Partnership with Student Activities Office for Student Group Support

Miscellaneous

Each year the MIT student group community faces new challenges and opportunities. It is the ASA's responsibility to be flexible and participate in or respond to any issues that come up. This year, some of those projects were:

- Investigation of student center thefts
- Installation of new student group mailboxes
- Creation of better New Group Recognition Criteria
- Design of a new ASA Database
- Construction of a new student group storage space
- Moving towards having more applications done online