



BOARD OF DIRECTORS: BOARD & COMMITTEE APPOINTMENT APPLICATION

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY NORTHRIDGE

↓ IMPORTANT! Please Check the Appropriate Box Below ↓

- I am interested in being appointed as a USU Board Member Only I am interested in being appointed as a USU Board Committee Member Only
- I am interested in being appointed as a USU Board Member and/or a USU Board Committee Member

Name: _____ Date: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Current Phone: _____ Pager: _____

E-mail: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Permanent Phone: _____

CSUN ID Number: _____

Units Completed: _____ Major: _____ GPA: _____

Are you currently subject to any University disciplinary action? Yes No

Expected Year of Graduation: _____

Committee Chair Reviewed on _____
 Appointed Not Appointed
 BOD Chair Reviewed on _____
 Appointed Not Appointed
 BOD Intern Forwarded To BOD Chair on _____
 Forwarded to Committee Chair on _____
 Executive Assistant Reviewed on _____
 Approved Not Approved
 Forwarded To BOD Intern on _____

1. Why are you interested in serving as a USU Board and/or USU Board Committee member?

2. Describe any past involvement you have had with USU activities and/or committees?

3. What organizations, if any, both on and off campus have you been involved with? If you held a leadership position, please indicate and describe:

4. Which committees do you wish to serve on? Please indicate your order of preference. (See back of application)
 1. _____ 2. _____ 3. _____
5. How did you become aware of the USU Board of Directors and/or USU Board Committee vacancy(s)?
 Flyer Banner Recruitment by a Current BOD Member
 Newspaper Word of Mouth
 Other (Please be specific): _____

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS / COMMITTEE INFORMATION**

The University Student Union Board (USU BOD) of California State University, Northridge is a non-profit corporation responsible for developing policy for the University Student Union (USU). The purposes and responsibilities of the USU BOD shall be to maintain buildings and facilities, to facilitate programs, adopt policies, and to oversee financial matters for the University Student Union at California State University, Northridge in the best interest of students, and in keeping with the policies set forth by the Trustees of the California State University system and by California State University, Northridge.

The USUB is composed of the following members:

Voting Membership

10	Student Members
1	Faculty Member
1	Staff Member
1	University President or designee
1	Principal Student Affairs Officer or designee
1	Alumni Representative

Non-Voting Membership

Associated Students President or designee
USU Executive Director

Meetings of the USUB are normally held once a month on Monday afternoons at 1:00 p.m. The meetings last about two hours.

STANDING COMMITTEES

- AUDIT** - The Audit Committee shall be responsible for recommending to the board of directors the retention and termination of the independent auditor and may negotiate the independent auditor's compensation on behalf of the board of directors. The audit committee shall confer with the auditor to satisfy its members that the financial affairs of the USU BOD are in order, shall review and determine whether to accept the audit, shall assure that any non-audit services performed by the auditing firm conform with the standards for auditor independence and shall approve performance of non-audit services by the auditing firm.
- FACILITIES AND COMMERCIAL SERVICES** - The Facilities and Commercial Services Committee is responsible for reviewing and recommending changes regarding the commercial operations of the University Student Union, including the convenience stores, food service operations and other designated commercial services. The committee is also responsible for reviewing and recommending changes in the structure and uses of the University Student Union facilities to the Board and the management of the Union. Changes may include: hours of operation, room reservations policies, locations of specific operations, adequacy of the Union's physical structure and furnishings.
- FINANCE** - The Finance Committee, on a continuing basis, reviews, analyzes, and makes recommendations for approval of the Union's financial statements, investments, annual operating and capital equipment budgets, long term contracts, Repair and Replacement fund, and the designated reserves of the University Student Union. The Committee oversees the fiscal policies and finances of the Union. Further, it analyzes and reviews the annual audit of the Union.
- PERSONNEL** - The Personnel Committee is responsible for recommending to the Board of Directors, policies relating to the personnel function of the University Student Union. These policies include classification and compensation, employee services and benefits, and employee training. In addition, the Personnel Committee assists the USU Executive Director in the hiring of full-time professional staff. The Personnel Committee serves as a third-level review committee for the USU hourly employee grievance procedures.
- UNION PROGRAM COUNCIL** - Union Program Council (UPC) is responsible for developing and coordinating program policies and events for the USU. The committee is also charged with working cooperatively with other programming entities on campus to ensure a unified programming effort.

SPECIAL COMMITTEES

- Ad Hoc Committees** - Ad Hoc Committees are appointed by the Chair of the University Union Board to complete a specific task. At the completion of the task the committee may be disbanded or recommended for standing committee status.
- Search and Screen Committees** - Search and Screen committees are developed to assist in the search and screen process for all University Student Union regular staff positions. A member of the Personnel Committee must serve on the Search and Screen Committee. Other board members may also be selected to serve. Search and Screen committees are responsible for making acceptable and unacceptable candidate recommendations to the Executive Director.