

## **Article X Office of International Affairs**

### **Section 1: Charge**

The Office of International Affairs shall serve as the department in charge of relationships between ASUCSB, international collegiate networks, UC Education Abroad Program, and universities outside of the United States of America and to be a consultative and cooperative office with other ASUCSB entities on respective global-impacting initiatives. The Office of International Affairs will be dedicated to building strong and supportive networks and relationships with universities abroad with the cooperation and consultation of the UCSB Education Abroad Program, the Office of International Students and Scholars, OSL groups, other ASUCSB entities, and other domestic universities dedicated to this objective in order to expand the global horizons of ASUCSB and provide new opportunities and resources to UCSB students, especially those who are not able to study abroad. This office shall also be responsible for organizing overseas trips and domestic trips related to collegiate international relations.

### **Section 2: Selection and Appointment**

A) The Chief International Affairs Officer shall be appointed by the A.S. President and shall be approved by a majority (50% + 1) vote of the Senate.

B) The Chief International Affairs Officer shall serve a term of office of one (1) academic year

### **Section 3: Office of International Affairs**

A) The Office of International Affairs consists of:

- 1) Chief International Affairs Officer
- 2) Deputy International Affairs Officer for Internal Management
- 3) Deputy International Affairs Officer for External Management
- 4) Global Outreach Ambassadors (2)
- 5) Global Interest Ambassadors (2)
- 6) Public Relations Director

B) Duties of the Chief International Affairs Officer

- 1) Shall organize and direct weekly meetings of the Office of International Affairs
- 2) Shall direct and manage all the work and projects done in the Office of International Affairs
- 3) Shall act as the primary international diplomat and global representative of ASUCSB
- 4) Shall organize and lead all overseas trips and delegations unless said trips and delegations include the AS President
- 5) Shall present a quarterly report to ASUCSB Senate
- 6) Shall conduct one-on one meetings with the Deputy International Affairs Officers of Internal Management and External Management respectively
- 7) Shall hold at least three (3) office hours

- 8) Shall maintain regular contact with the UCSB Education Abroad Program, the Office of International Students and Scholars, the AS President, and domestic and international universities that share similar global visions and priorities
- 9) Shall be highly involved in any AS projects outside of the Office of International Affairs that impact ASUCSB's relations beyond the United States of America
- 10) Shall advise Senate on all bills and resolutions that impact ASUCSB's activities and relations beyond the United States of America
- 11) Shall sit on the President's Cabinet

**C) Duties of the Deputy International Affairs Officer for Internal Management**

- 1) Shall be responsible for the administrative tasks of the office alongside the Deputy International Affairs Officer for External Management (taking minutes, scheduling meeting times, organizing files, etc).
- 2) Shall assist the Chief International Affairs Officer in their duties alongside the Deputy International Affairs Officer for External Management
- 3) Shall serve as a liaison with the other AS entities to make sure there's a clear communication between all AS offices with the Office of International Affairs.
- 4) Shall conduct one-on-one meetings with all OIA members other than the Chief International Affairs Officer and the Deputy International Affairs Officer for External Management
- 5) Shall schedule the annual retreat
- 6) Shall hold at least three (3) office hours
- 7) Shall serve a term of one (1) academic year

**D) Duties of the Deputy International Affairs Officer for External Management**

- 1) Shall be responsible for the administrative tasks of the office alongside the Deputy International Affairs Officer for Internal Management (taking minutes, scheduling meeting times, organizing files, etc).
- 2) Shall assist the Chief International Affairs Officer in their duties alongside the Deputy International Affairs Officer for Internal Management
- 3) Shall serve as a liaison with OISS, UCEAP, OSL groups, and any intercollegiate global networks OIA, UCSB, and/or ASUCSB as a whole are a part of to make sure there's a clear communication between OISS and UCEAP with the Office of International Affairs
- 4) Shall be responsible for organizing and managing any on-campus event the Office of International Affairs holds
- 5) Shall hold at least three (3) office hours
- 6) Shall serve a term of one (1) academic year

**E) Duties of the Global Outreach Ambassadors**

- 1) Shall be responsible for developing initiatives and projects in order to strengthen ties between ASUCSB and the UCSB student body, and the student bodies and administrations of overseas universities and domestic universities that share similar global goals

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- 2) Shall create a strategy chart and give themselves a set of deadlines that will lead to completion of their initiatives and projects
  - 3) Shall keep an updated list of *former and current* ongoing initiatives and projects
  - 4) Shall also be responsible for promoting the strength of relations between ASUCSB and the UCSB student body, and the student bodies and administrations of overseas universities and domestic universities that share similar global goals, working with the Public Relations Director and assisting their efforts
  - 5) Shall hold at least two (2) office hours
  - 6) Shall serve a term of one (1) academic year

F) Duties of the Global Interest Ambassadors

- 1) Shall be responsible for developing initiatives and projects based on issue-based concerns and efforts with intercollegiate global networks, overseas institutions, and other domestic universities
- 2) Shall create a strategy chart and give themselves a set of deadlines that will lead to completion of their initiatives and projects
- 3) Shall keep an updated list of *former and current* ongoing initiatives and projects
- 4) Shall also be responsible for promoting awareness of issues that face universities and their respective student bodies as a whole, working with the Public Relations Director and assisting their efforts
- 5) Shall hold at least two (2) office hours
- 6) Shall serve a term of one (1) academic year

G) Duties of the Public Relations Director

- 1) Shall work with media outlets to publish timely information about the Office of International Affairs, such as press releases, flyers, brochures, and other materials
- 2) Shall oversee the advertising and marketing strategies of the Office of International Affairs and its activities on
- 3) Shall be responsible for spreading awareness of the Office of International Affairs and new resources and opportunities the OIA helps make available to the UCSB student body
- 4) Shall cooperate with the public relations personnel of AS entities, OISS, UCEAP, intercollegiate global networks, overseas universities, and similarly-minded domestic universities in the joint publicity of collaborative efforts
- 5) Shall maintain and monitor all OIA social media accounts, including Facebook, Twitter, and Instagram.
- 6) Shall hold at least two (2) office hours
- 7) Shall serve a term of one (1) academic year