

# Community Service Inter-Club Council Chair

## Description and Requirements



### Duties

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- Calls general meetings of the ICC by writing and distributing an agenda to all members and Student Leader and Program Development at least 72 hours before the meeting. Leads meetings using Robert's Rules of Order and rules on matters of interpretation of the bylaws. Maintains a thorough understanding of ICC Constitution and ASI Policies to advise council members.
- Ensures the ICC meets the requirements of ASI including:
  - Application for re-registration as a recognized student organization by the Dean of Students Office (through the Student Organization Resource Center – SORC).
  - Report to ASI Board of Directors twice a semester. (Report guidelines will be provided by the Board Chair; include a summary of ICC goals and progress, budget report, and other activities).
  - Attendance at bi-weekly Executive Senate meetings led by the ASI Vice President (Thur. 5:30 pm – 7:30 pm). May include other leadership opportunities, such as committee membership.
  - Submitting a written budget proposal for the following year to the ASI Vice President of Finance. This is followed by attendance at a budget hearing with ASI Finance Committee.

### Skills and Competencies

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- Articulate verbal and written communicator
- Able to engage and motivate others
- Demonstrates effective planning and time management
- Able to set clear and attainable goals
- Able to lead and guide others

### Relationships

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- Sets goals and provides guidance to the ICC. Regularly meets with the Executive Board to oversee activities and ensure everyone is working towards the same end.
- Communicates with members and club leaders to address questions regarding membership, funding requests, and collaborations. Ensures that members and clubs understand the purpose, structure, and goals of the ICC.
- Maintains cooperative working relationship with advisor, ASI professional staff members, and other student leaders.

## **Student Scholarship**

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The Chair receives a Student Scholarship of \$950/semester (\$1,900 total)

## **Training Requirements**

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- CSICC Strategic Mission Meeting (April 14<sup>th</sup> 11:30 am, Location TBD)
- Complete Blueprint workshop with University Conference Center
- Attend ASI Executive Senate Summer Conference (Date TBD)

## **Officer Qualifications**

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- Undergraduate students must earn 6 semester units of credit per term while holding office. Graduate student officers must earn 3 semester units of credit per term while holding office.
- All candidates, officers, and appointees must:
  - Be in good standing with the University
  - Must not be on judicial or academic probation
  - Have earned a CSUF semester grade point average of 2.5 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF at the end of the semester before taking office and during the tenure of office.
  - Failure to maintain these minimums will result in immediate ineligibility.