

# Community Service Inter-Club Council

## Director of Administration

### Description and Requirements



#### Duties

- Keeps detailed record of attendance, quorum, agendas, minutes, and all relevant information to the ICC. Collects member and club information that is organized and easily accessible to ICC members.
- Posts agendas and minutes in a public space and submits said documents to Student Leader and Program Development in accordance with ASI Policy.
- Maintains ICC history including written descriptions of programs and photos.

#### Skills and Competencies

- Organization
- Time management
- Detail Oriented
- Excellent written communication
- Proficient in Microsoft Word

#### Relationships

- Quickly responds to email and requests for documents from ICC members and Student Leadership and Program Development.
- Regularly meets and corresponds with Executive Board members. Ensures that information reported and used by Marketing and Programs Coordinators is accurate.

#### Student Scholarship

The Director of Administration receives an ASI Student Scholarship of \$600/semester (\$1,200 total).

#### Training Requirements

- 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

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.