

# Community Service Inter-Club Council

## Vice Chair



### Description and Requirements

#### Duties

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- Manages all funds of the ICC including allocations and expenditures. Maintains a detailed and accurate updated budget to report to the ICC and the Vice President of Finance (monthly). Attends Financial Caucus portion of Executive Senate meetings (monthly).
- Understands and is able to communicate ASI financial policies, processes, and required paperwork. Regularly corresponds with ICC members/ reps to explain the funding process and requirements.
- Performs the duties of the Chair if the Chair is unable to do so.

#### Skills and Competencies

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- Organized
- Dependable
- Analytical
- Effective communicator
- Experienced in accounting or budget management
- Proficient in Microsoft Excel

#### Relationships

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- Serves as the liaison between executive officers and representatives regarding financial issues. Meets with Executive Senate advisor, Drew Wiley to address any questions or concerns regarding financial requests of the ICC or its members.
- Regularly meets and corresponds with Executive Board members to ensure financial security of the ICC and feasibility of activities.

#### Student Scholarship

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The Vice Chair receives an ASI Student Scholarship of \$900/semester (\$1,800 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.