



## A.S.I. Vice Chair for Finance Duty Description

### A. Reports

#### 1. Bi-weekly report

- a. The Vice Chair for Finance shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President that details the times, dates, places and description of all A.S.I.-related activities to be counted for service hours.
- b. Bi-weekly reports are due by noon on the Wednesday before each B.O.D. meeting

#### 2. State of Affairs

- a. The Vice Chair for Finance shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President on the state of affairs of the Associated Students, Incorporated.
- b. State of Affairs reports are due by noon on the Thursday of the seventh (7) week of the quarter.

### B. Meetings

The Vice Chair for Finance must attend all Finance Sub-Committees along with committees that he/she has been appointed onto.

1. The Vice Chair for Finance shall be a member of at least one (1) of the Academic Senate or university committees.

### C. Specific Duties

1. The Vice Chair for finance shall be responsible for carrying out the duties specified in the A.S.I. Bylaws and Finance Code of Procedure.
  - a. The V.C.F. shall be responsible for recording the minutes of the Finance Committee meetings and ensuring that those minutes are entered into the B.O.D. minutes at its next meeting.
  - b. The V.C.F. shall be responsible for photocopying and filing funding proposals from clubs and organizations.
  - c. The V.C.F. shall be delegated the management of club and organization funding proposals with the oversight of the V.P.F.



- d. The V.C.F. shall be delegated the initial screening of student club/organization Request for Payment or Purchase Orders (RPPs) for V.P.F. approval.
- e. The V.C.F. shall be a member of all Finance Sub-committees.
- f. The V.C.F. shall act in the capacity of the A.S.I. V.P.F. when the Chairperson is absent.

2. In addition to the above requirements, the Vice Chair for Finance shall be responsible for a minimum of two (2) office hours per week to be held in the A.S.I. office.

- a. Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each quarter during the director's term of office.
- b. Any change in these office hours is to be reported to the A.S.I. Secretary/Treasurer immediately.

3. The Vice Chair for Finance shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.

4. Each A.S.I. member shall satisfy the following minimum hours of specific duties per position:

- a. B.O.D. = 8 hours
- b. Academic Senator = 8 hours
- c. Vice Chair for Finance = 12 hours

#### D. Service

1. Each director shall be responsible for fulfilling a minimum number of service hours to the university community on behalf of the A.S.I. per week beyond attendance at required meetings.

2. Each A.S.I. member shall satisfy the following minimum hours of Service Hours per position:

- a. B.O.D. Chief Justice, = 6 hours
- b. Academic Senator = 4 hours
- c. Vice Chair for Finance = 2 hours

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