



VICE CHAIR FOR FINANCE (VCF)

Reports To: ASI Vice President for Finance

Advised by: ASI Associate Executive Director & Administrative Coordinator

POSITION SUMMARY

The Vice Chair for Finance chairs the Club Funding Committee that is responsible for allocating money to support student activities, engagement, and belonging through the registered clubs on campus. The Vice Chair for Finance works closely with the Vice President for Finance and the ASI staff to manage the funding applications from clubs and meets with clubs to help educate them on the funding policies and procedures.

REQUIREMENTS

- One-on-one meetings with ASI Vice President for Finance, ASI Associate Executive Director or Administrative Coordinator
- Minimum requirements for student leaders - <https://asicalstatela.org/get-involved/apply-position/basic-eligibility-requirements>
- Are not allowed to participate in study abroad during their term and cannot be unreachable by phone or email for more than 1 week at a time
- ASI officer duties begin in June and requires attendance at meetings and training throughout the summer
- Hold regular office hours to be available for the student body to meet and express concerns
- All ASI student leaders must check email daily and be reachable by phone during business hours throughout their term in office.

TERM

The term in office is one academic year beginning June 1 and ending May 31. Student leaders are expected to be available throughout the summer for required training and preparation for the year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Chairs the Club Funding Committee, a sub-committee of the Finance Committee responsible for allocating money to clubs for their events and activities and documents the minutes of the meetings for ASI's official records
- Serves as the Vice Chair for the Finance Committee meetings and takes minutes for the meetings and conducts roll call
- Reports funding allocations to the Finance Committee along with account balances at each meeting
- Has a detailed understanding of all ASI Finance Policies & Procedures: <https://asicalstatela.org/student-government/bylaws-operating-procedures/administrative-manual-governing-documents/finance>



- Reviews and submits qualified Club and Organization funding proposals to the Finance Committee for consideration
- Works closely with the Administrative Coordinator process funding request, allocations, and reimbursements

COMMITTEE INVOLVEMENT

- Chairs the **ASI Club Funding Committee** that acts as a sub-committee of the ASI Finance Committee and is granted the authority to allocate ASI funds to student organizations, per the review of submitted proposals to this body. The sub-committee is the first step in a multi-level approval process in requests for appropriation of ASI funds to recognized clubs and organizations. More information about the Funding Committee can be found at: <https://asicalstatela.org/committee/asi-funding-sub-committee>
- Serve as the Vice Chair of the **ASI Finance Committee**. The Finance Committee acts on behalf of the BOD in all matters pertaining to income appropriation, and the safeguarding of Associated Students, Inc. funds. The Finance Committee makes recommendations to the Board of Directors regarding allocation of funds. The committee also prepares an annual budget which must be submitted to the Associated Students, Inc. BOD in sufficient time for review and approval. The Finance Committee also has the responsibility for recommending the most appropriate investments. More information about the Finance Committee can be found at: <https://asicalstatela.org/committee/finance-committee>

SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

GRANT IN AID

All elected and appointed ASI student leaders receive a type of scholarship called the Grant in Aid (GIA). The GIA payments are distributed on a set schedule each semester. To earn the full GIA payment, student leaders are required to submit bi-weekly reports of their accomplishments and activities pertaining to their position. Failure to turn in bi-weekly reports results in a deduction of the GIA payment.