



ASI VICE PRESIDENT FOR FINANCE (VPF)

Reports To: ASI President

Advised by: [ASI Associate Executive Director and Executive Director](#)

POSITION SUMMARY

The [Vice President for Finance](#) coordinates the activities of all Associated Students, Incorporated (ASI) finance units and presides over the ASI Finance Committee as Chair. [The VPF works with the ASI staff to propose the annual budget and quarterly revisions and serves as an authorized signer for expenses, as outlined in ASI policy. The VPF appoints and oversees the Vice Chair for Finance, who supports the allocation of funds to registered clubs on campus. Essential to the position is the understanding and enforcement of ASI's financial policies and the education of other ASI members and clubs on those policies.](#) Additionally, [with the support of the Vice Chair of the Finance committee, the VPF manages the funding applications from clubs and meets with clubs to help educate them on the funding policies and procedures.](#)

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Deleted: As a member of the ASI Board of Directors and Executive and Personnel Committees, the VPF clarifies the role and responsibilities of ASI's Chief Financial Officer (CFO) and has the power to recommend for appointment and/or dismissal a student to the position of Vice Finance Chair. As CFO, the VPF shall perform executive functions for the financial management of ASI.

REQUIREMENTS

- One-on-one meetings with ASI President, ASI Associate Executive Director or Executive Director
- One-on-one meetings with Vice Chair for Finance
- 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
- ASI executive officers are required to chair ASI committees and serve as student representatives on various University committees (see details below) which requires several hours each week
- [Hold regular office hours to be available for the student body to meet and express concerns and work with ASI staff on financial matters](#)
- [Engage with students weekly through events, programs, and presentations](#)
- [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. ASI executive officer positions are essential roles in the direction and financial oversight of ASI and are required to be available to respond to business matters every day ASI is open, which includes breaks when the campus is open as well as some weekends.

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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.

- Provides the BOD with an accurate accounting of balances, reserves, and allowances 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>
- Maintains an accurate list of funding received by the Finance Committee
- In collaboration with the ASI Executive Director and AFD, provides recommended quarterly budget revisions (3/9, 6/6, 9/3) to the BOD
- Serves as an authorized signer on financial transactions, as articulated in ASI policy
- Develops and submits the ASI budgets with the ASI staff to the BOD for approval
- Implements the financial policies of the ASI
- Reviews and submits qualified Club and Organization funding proposals to the Finance Committee for consideration
- Provides the ASI Administrative Coordinator with all original minutes on a bi-weekly basis
- Reports all financial recommendations of the ASI Finance Committee to the BOD

COMMITTEE INVOLVEMENT

- Serve as the Chair of the **ASI Finance Committee**. The Finance Committees 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>
- Supports the Vice Chair for Finance in Chairing and organizing 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>
- Voting member of BOD and attends all ASI Board Meetings
Voting member of the Executive Cabinet and Personnel 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

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Deleted: <#>**ALTERNATIVE FUNDING & REFERENDUM AD HOC COMMITTEE-** The charge of this committee is to research, identify, and present viable recommendations and funding alternatives to the ASI Finance Committee for consideration. Approved initiatives shall be presented at the BOD for action. The alternatives can include but not be limited to fundraising, securing grants, sponsoring a referendum, etc. All alternative initiatives must be in compliance with ASI, Cal State LA, the CSU Education Code, and Title 5 requirements. More information about the Alternative Funding & Referendum Ad Hoc Committee can be found at:

<https://asicalstatela.org/committee/asi-alternative-funding-referendum-ad-hoc-committee> ¶

SCHOLARSHIP & AWARDS AD HOC COMMITTEE

- This committee is responsible for the administrative review of current and new awards and scholarships offered by ASI. The charge of this body is to review research, identify, and update procedures and criteria for the awarding of ASI scholarships and general awards on at least an annual basis. All new scholarships and awards must be presented to this Ad Hoc Committee for review, approval, and recommendation to the Finance Committee. More information about the Scholarship & Awards Ad Hoc Committee can be found at: <https://asicalstatela.org/committee/asi-scholarship-awards-ad-hoc-committee> ¶

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Deleted: Sits on an additional four (4) ASI standing committees and one (1) university committee and must be available for meetings of the ¶ Shared Governance Committee, ¶ Personnel Committee, ¶ Executive Committee, ¶ Strategic Planning Committee, ¶ Funding Sub-Committee, and Finance Committee¶



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- 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.