



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 (VPF) coordinates the activities of 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 supports the allocation of funds to registered student organizations 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 Finance committee, the VPF manages 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 President, ASI Associate Executive Director or Executive Director
- 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.

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 AED, 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
- Works with the ASI ED and AED to develop and present the annual and quarterly budget revisions for ASI to the BOD for approval
- Implements the financial policies of ASI as approved by BOD
- Reviews and submits qualified Registered Student Organization funding proposals to the Finance Committee for consideration
- Serves as the point of contact for registered student organizations and actively engages in outreach and communication to build a strong working relationship with club leaders throughout the year
- 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>
- 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
- 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.

Approved by the Board of Directors – June 17, 2024