

## POSITION DESCRIPTION

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<b>Position Title:</b>	Vice President of Finance
<b>Employment Status:</b>	Elected/Appointed Student Representative
<b>Hours Per Week:</b>	20 hours
<b>Description:</b>	The Associated Students, Inc. Vice President of Finance helps oversee financial matters of the corporation.

### Job Duties & Responsibilities

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- Chair the ASI Finance Committee and coordinate the committee meetings
- Serve as a Special Advisor to the ASI Board of Directors
- Conduct Club Allocation Budget (CAB) workshops in accordance with the CAB Policy.
- Oversee and maintain records of CAB awards, expenditures, and reimbursements for clubs.
- Review and become acquainted with the CAB Policy to ensure proper CAB training to clubs and organizations.
- Provide monthly reports to the BoD regarding Finance Committee budget expenditures.
- Serve as delegate and assume responsibility on behalf of the ASI President on campus-wide boards or committees as needed.
- Submit and present written reports to the ASI BoD at each regularly scheduled meeting outlining corporate financial matters.

### Minimum Requirements

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- Attend and all regularly scheduled Board of Directors meetings
- Adhere to all requirements in the ASI Bylaws and Policies
- Attend the summer Board of Director orientation and training sessions

### Eligibility

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- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have and maintain a minimum GPA of 2.5 (semester and cumulative)

For more information on this position, please email [asi-elections@csusb.edu](mailto:asi-elections@csusb.edu).