



2025 -2026

Executive Board Member Position Descriptions & Member Qualifications

Thank you for your interest in the CICC Executive Board. For questions regarding the duties of a position, contact: Brandon Byrd, CICC Advisor and Assistant Director for Academic Inter-Club Councils, at bbyrd@fullerton.edu.

EXECUTIVE BOARD MEMBER QUALIFICATIONS

- All position terms are held for one year (July 1st to June 30th of the following year).
- All positions are open to students with a College of Communications major or minor, regardless whether they are an undergraduate or graduate student. Undergraduate students must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office
- All candidates, officers, and appointees must be in good academic standing, must not be on academic probation, and must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF at the end of the semester prior to taking office and during their tenure. Failure to maintain these requirements will result in immediate ineligibility.
- Executive Board members must attend weekly General Council meetings, Mondays at 10:00 am-11:30 a.m.
- Executive Board members must meet weekly for an Executive Board meeting (meeting time decided by incoming E-board)
- Executive Board members do not have the right to vote during General Council meetings.
- Executive Board members cannot serve as the primary or alternate club representatives (i.e. Council Representatives).
- Executive Board members do have the right to speak and make motions.
- The Executive Board must host a series of 3-4 in-person professional development and networking events throughout the academic year including the Annual CICCxCCOMM Convergence; event collaborations, days, times, etc. are to be determined by the incoming Executive Board's semester schedule and availability.
- **Executive board members must be able to attend the SLL & ASI "ICC Fall Retreat" on Wednesday, August 13th from 8:30 am - 4:30 pm. Breakfast and lunch will be provided.**



POSITION DESCRIPTIONS

PRESIDENT (CHAIR)

- Average of 15 hours per week (including: weekly check-in meeting with CICC Advisor, 1-hour General Council meeting, and 1-hour weekly meeting ICC E-Board).
- They shall be the organization's official spokesperson, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.
- Preside at all meetings of the organization (General Council and E-Board).
- Shall prepare and distribute the agenda for each General Council meeting.
- Plan and implement E-board retreats.
- Attend Executive Senate meetings (meeting dates/time determined by ASI).
- Deliver a Board of Directors presentation (once a year).
- The Chair shall collaborate with the Vice Chair to develop and submit the Annual Budget Request for the following academic year (date to be determined by ASI).

VICE PRESIDENT (VICE CHAIR)

- Average of 12-15 hours per week (including: weekly check-in meeting with CICC Advisor, 1-hour General Council meeting, and 1-hour weekly meeting ICC E-Board).
- The organization's official liaison between the ASI Student Government Coordinator and the CICC.
- Fulfill all duties of the Chair position in absence of the Chair.
- Maintain detailed records of all financial transactions.
- Provide weekly budget updates to the council.
- Review proposal packets for completeness and submit reimbursement requests to ASI.
- The Vice Chair shall promptly coordinate reimbursements to not disadvantage students in the college upon receiving all necessary documentation on time.
- Meet weekly or bi-weekly for 30-minutes with ASI Liaison (meetings at the discretion of student's schedule)
- The Vice Chair shall collaborate with the Chair to develop and submit the Annual Budget Request for the following academic year

DIRECTOR OF ADMINISTRATION

- Average of 7-10 hours per week (including: 1-hour General Council meeting, and 1-hour weekly meeting ICC E-Board).
- The organization's official operations coordinator and secretary.
- Attends all General Council meetings, takes attendance, monitors the chat, facilitates voting, records minutes, and presents them to the General Council for approval.



- Maintain a digital file of agendas, minutes, and all relevant information to CICC.
- Makes the meeting minutes publicly available a minimum of 72 hours after the approval of the meeting minutes.
- Handles the re-registration & registration process for student organizations interested in joining the ICC.
- Collects and updates an accurate contact sheet of all registered CICC members including CICC Club Representatives, Club Presidents, and their Club Advisors.
- Creates and uploads monthly CICC Newsletter to the CICC website including letters from the Chair, highlighting CICC hosted events, and spotlighting club events.
- Fulfill all duties of the Director of Communications and/or Director of Productions in the event that the Director of Communication and/or Director of Productions are unable to do so.

DIRECTOR OF PRODUCTIONS

- Average of 8-10 hours per week (including: weekly check-in meeting with CICC Advisor when planning COMM Week, 1-hour General Council meeting, and 1-hour weekly meeting ICC E-Board).
- Responsible for the planning of HHD-ICC events hosted by the ICC or sponsored by the College.
- Manages the Comm Week Budget in collaboration with the Vice Chair.
- Collaborates with other ICC Reps and Presidents of clubs participating in Comm Week.
- Leads the planning and execution of Comm College Week
- Serves as the primary point of contact before, during, and after the event takes place.
- Acts as the Chair of any event planning committee.
- Develops an event schedule and layout for each event in collaboration with event partners.
- Works closely with the Director of Communications to support marketing efforts for events and collaborates with the Director of Administration on the CICC Newsletter.

DIRECTOR OF COMMUNICATIONS

- Average of 4-6 hours per week (including: 1-hour General Council meeting, and 1-hour weekly meeting ICC E-Board).
- The organization's official marketing coordinator and content creator.
- Responsible for maintaining and updating all social media of the organization, including Facebook, Instagram, and the CSUF website page.
- Manages the designing and ordering of marketing and promotional items and CICC apparel.
- Shall work closely with the Director of Event Planning to market events hosted by the organization.
- Serves as the liaison for outside organizations to ensure and enhance communication.



Elections Process

The deadline for the application is on April 4, 2025 at 4:00 pm. The application will be under review by a committee. Applicants will receive an email of their candidacy status by April 14, 2025. Elections for the Communications Inter-Club Council will take place on April 21, 2025.

Elections will take place in the following order:

- President (Chair)
- Vice President (Vice Chair)
- Director of Administration
- Director of Productions
- Director of Public Relations

Candidates may run for more than one position.

Each candidate will be given 5 minutes to give their platform followed by 3 minutes of questions from the Council. Once all candidates have presented to the council, the council will go into discussion and call for a vote. Candidates will step outside while the vote is in progress. Candidates are encouraged to stay after the elections to meet the outgoing offices as well as attend the current year's ICC meetings to see proceedings. There will be a transition meeting held on Monday, April 28 from 4:00 - 6:00 pm hosted by Student Life & Leadership and ASI Executive Senate. June 30th is the start of the newly elected officers' term.