



2022-2023

## Executive Board Member Position Descriptions

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### **POSITION DESCRIPTIONS**

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#### **Vice-Chair of Finance**

- Understand and uphold financial practices as outlined in the CICC bylaws and ASI policy
- Maintain detailed records of all financial transactions and balance the budget
- Provide weekly budget updates to the council
- Provide educational presentations to the council to inform them about funding processes and regularly advise members about the proposal application and post event presentation process
- 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 for 30-minutes with ASI Liaison
- Fulfill all duties of the Chair in the event the Chair is unable to do so
- The Vice-Chair shall collaborate with the Chair to develop and submit the Annual Budget Request for the following academic year

#### **Director of Administration**

- Attend meetings, record minutes, and submit them to the council for approval.
- Track council member attendance and initiate roll call votes
- Maintain a digital file of agendas, minutes, and all relevant information to CICC
- Develop and publish a monthly CICC newsletter
- Maintain an accurate list of all registered CICC members
- Make the meeting minutes publicly available a minimum of 72 hours after the approval of the meeting minutes
- Develop and publish a monthly CICC newsletter
- Maintain an accurate list of all registered CICC members
- Fulfill all duties of the Director of Communications and/or Director of Productions if the Director of Communications and/or Director of Productions are unable to do so

#### **Director of Productions**

- Manage technical devices during CICC council meetings, and ensure all technological devices are working correctly before the start of the meeting
- Maintain a CICC shared folder and access to documents
- Responsible for the implementation of multiple special events sponsored by the ICC Executive Board



- Develop a schedule and layout for each event in collaboration with event partners
- Coordinate the purchase of ICC promotional items with multiple vendors and in collaboration with the Director of Communications