



2022-2023

Executive Board Member Position Descriptions

POSITION DESCRIPTIONS

CHAIR

- 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.
- Prepare agenda for each General Council meeting
- Lead council meetings and E-Board
- Plan and implement E-board retreats
- Attend Executive Senate meetings (meeting dates/time determined by ASI)
- Deliver a Board of Director's presentation (once a semester)
- The Chair shall collaborate with the Vice Chair to develop and submit the Annual Budget Request for the following academic year

VICE CHAIR OF FINANCE

- Fulfill all duties of the Chair in the event the Chair is unable to
- 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 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

- Maintain a digital file of agendas, minutes, and all relevant information to CICC
- Attends meetings, records minutes, and submits them to the council for approval.
- 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



- May introduce a funding proposal motion on behalf of a student who is not affiliated with a CCOM department or organization in the council.
- Fulfill all duties of the Director of Communications and/or Director of Productions in the event that 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 CICC Titanium Community folders and access
- Oversee the execution of special events sponsored by the ICC, such as Meet the Deans and CommUNITY Mixer, and other special events
- Develop a schedule and layout for each event in collaboration with event partners

DIRECTOR OF COMMUNICATIONS

- Maintain the CICC social media accounts, including Facebook, Twitter, and Instagram, and make relevant updates every week
- Shall be in charge of events, more specifically the publicity, promotion, and advertising, in collaboration with Director of Productions
- Send thank-you letters to visiting speakers
- Create designs for promotional items and place orders in consultation with the Vice Chair of Finance
- Responsible for video and photography needs throughout the year