

Associated Students, Inc. (ASI) Vice President of Finance

Mission Statement: The Associated Students, Inc. (ASI) of California State University, Stanislaus is the official voice of the students. As a not-for-profit organization, our mission is to provide and fund a wide range of high-quality programs and services to support student life, student success and instill a sense of campus pride. ASI provides resources and programs that encourage leadership development as well as broaden social, educational, political, and emotional growth.

Description of Position: The ASI Vice President of Finance in compliance with the ASI By-laws, shall represent and advocate for all students and Associated Students, Inc. at Stanislaus State.

Eligibility: Undergraduate and/or Graduate Candidates refer to the ASI Election Code for unit and GPA requirements. To be ASI Vice President of Finance you must have served one semester as a member of the ASI Board of Directors. In the event that a candidate does not meet the minimum qualification of having one semester served on the ASI Board of Directors, candidate may appeal to the ASI Elections Committee. The Election Committee will take the following into account during the interview:

- Knowledge of Associated Students, Inc.
- Knowledge of current events in regard to higher education
- Political system and Administration at Stanislaus State
- Campus current events

Tenure and Terms: The ASI Vice President of Finance shall hold office for one year. Such term will begin 12:01pm on the first day of June and conclude at 12:00 noon on the first day of June the following year.

Duties and Responsibilities: The position of ASI Vice President of Finance duties and responsibilities shall include, but not limited to the following:

- Shall maintain a minimum of 15-20 office hours a week, 15 hours of which must be posted.
- Shall report directly to the ASI President. Additionally, the Vice President of Finance shall assume such roles and responsibilities as delegated by the President.
- Shall perform the duties of the ASI President and ASI Vice President when both are absence and in case of both positions being vacant simultaneously, shall succeed to the office of President.
- Shall attend scheduled meetings of the ASI Board of Director held form 4:30 p.m. to adjournment on Tuesdays. (Classes and work shall be planned accordingly).
- Act as a signatory on all purchase request based on the ASI Purchase Policy.
- Shall track expenses of the Leadership budget and send monthly report to the ASI President and Executive Director.
- Serve on the Student Organization Funding Committee in conjunction with the SC Vice Chair of Finance and the ASI Administrative Assistant.
- Prepare and present quarterly reports of the budget to the ASI Board of Directors.
- Co-chair the joint ASI and SC Budget Committee in conjunction with the SC Vice Chair of Finance.

- In conjunction with the Executive Director, draft the ASI Organizational budget for the following fiscal year.
- Shall attend summer and winter retreat, trainings, and workshops.
- Shall review all attachment documents prior to all meetings.



ASSOCIATED STUDENTS, INC. | CALIFORNIA STATE UNIVERSITY, STANISLAUS

- Shall serve on a minimum of five University committees.
- Shall be actively involved in ASI Student Government programs, events, and/or campaigns.
- Shall have all powers and duties as outlined in the ASI Bylaws.
- Shall be subject to the Point System.