



2023-2024

## Executive Board Member Position Descriptions & Member Qualifications

For questions regarding the information within this form or the duties of a position, contact:

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### POSITION DESCRIPTIONS

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#### CHAIR

- The organization's official spokesperson—represents the policies, views, and opinions of the organization in its relations with the campus and community at large.
  - Receives agenda requests and creates the weekly agenda for General Council meetings and presents them to the General Council for approval.
  - Emails weekly General Council meeting agendas to the [CommWebmaster](#) to post to the [CICC Homepage](#) under [Agendas & Minutes](#) at the end of the week.
  - Leads the General Council meetings and the Executive Board meetings.
  - Meets for 30-minutes with CICC advisor (meeting times determined by schedule).
  - Plans and implements Executive Board semester retreats
  - Attends ASI Executive Senate meetings (meeting dates/time determined by ASI).
  - Delivers a Board of Directors presentation (once a semester).
  - Collaborates with the Vice Chair to develop and submit the Annual Budget Request for the following academic year.

#### VICE CHAIR OF FINANCE

- The organization's official liaison between the ASI Student Government Coordinator and the CICC—oversees the budget, reviews ASI Allocation forms, and directs reimbursements.
  - Fulfills all duties of the Chair in the event the Chair is unable to.
  - Maintains detailed records of all financial transactions.
  - Provides weekly budget updates to the General Council during the Financial Report.
  - Reviews ASI Allocation forms and supporting documents for both correctness and completeness and submits reimbursement requests to ASI.
  - Meets for 30-minutes with ASI Liaison (meeting times determined by their schedule).
  - Collaborates with the Chair to develop and submit the Annual Budget Request for the following academic year.



## **DIRECTOR OF ADMINISTRATION**

- The organization's official operations coordinator and secretary—implements the CICC bylaws, attendance policy, and membership requirements for the General Council.
  - Attends General Council meetings, takes attendance, monitors the chat, facilitates the vote, records minutes, and presents them to the General Council for approval.
  - Emails weekly General Council meeting minutes to the [CommWebmaster](#) to post to the [CICC Homepage](#) under [Agendas & Minutes](#) at the end of the week.
  - Collects and updates an accurate contact sheet of all registered CICC members including CICC club representatives, club presidents, and their club advisors.
  - Creates and submits monthly CICC Newsletters to the [CommWebmaster](#) including letters from the Chair, highlighting CICC hosted events, and spotlighting club events.
  - Fulfills the 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**

- The organizations' official production manager and events coordinator—oversees the execution of special events sponsored by CICC including collaborations with other ICCs and clubs or organizations affiliated with the College of Communications.
  - Manages technical devices during General Council meetings, and ensures all technological devices are working correctly prior to the start of the meeting.
  - Develops an events schedule for the semester and plans the layout for each event in collaboration with event partners and the Director of Communications.
  - Works closely with the Director of Communications to support marketing for events and collaborates with the Director of Administration on the CICC Newsletter.
  - Collects proposal presentations and post-event presentations submitted by the General Council and presents them at the General Council meetings.

## **DIRECTOR OF COMMUNICATIONS**

- The organizations' official marketing coordinator and content creator—designs all outward facing promotional materials and manages all CICC social media accounts.
  - Manages technical devices during General Council meetings, and ensures all technological devices are working correctly prior to the start of the meeting.
  - Collaborates with the Director of Productions on events, more specifically the publicity, promotion, and advertising on a variety of social media platforms.
  - Collects promotional materials (i.e., flyers, handbills, cards, etc.) from General Council members to distribute or present at events.
  - Creates designs for promotional items and place orders to the Digital Print Services (DPS) in consultation with the Vice Chair of Finance
  - Is responsible for video and photography needs throughout the year.

## EXECUTIVE BOARD MEMBER QUALIFICATIONS

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- All positions are held on campus (in-person) **July 1<sup>st</sup> to June 30<sup>th</sup>** 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.
- Elected officials may **NOT** hold representative positions in any of the various College of Communications clubs or organizations and shall not hold an officer position within ASI.
- 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 to serve on the Executive Board.
- Executive board must attend the weekly General Council meetings scheduled for **Mondays 10:00AM-11:30AM in person**, exceptions being federal holidays and campus closures.
- Executive board must meet weekly for an Executive Board meeting (meeting time decided by incoming Executive Board); this meeting may be set in person, virtual, or hybrid.
- Executive Board must host a series of 3-5 in person professional development and networking events throughout the academic semester including the **Annual CICCxCCOMM Convergence**; event collaborations, days, times, etc. are to be determined by the incoming Executive Board's semester schedule and availability.