

## DUTIES FOR COMMISSIONER OF STUDENT ORGANIZATIONS AND RESOURCES

### I. NAME

This document shall be called Duties for the Commissioner of Student Organizations and Resources.

### II. AUTHORITY

These duties shall be established by the authority given in Article IX, Section 1. a. (3) of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

### III. PURPOSE

The purpose of these duties is to define the role and responsibilities of the Commissioner of Student Organizations and Resources.

### IV. DATE OF EFFECTIVENESS

These duties shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

### V. AMENDMENTS

These duties may be amended by the Commissioner of Student Organizations and Resources with approval of the GAC and reported to the BOD.

### VI. TERM OF OFFICE AND ATTENDANCE

- A. Term of office shall be consistent with elected commissioners as outlined in Article VIII, Section 4. of the Restated Bylaws of the AS of CSUC.
- B. Attendance shall be governed by the Elected Officers' Attendance Policy.

### VII. DUTIES AND RESPONSIBILITIES

- A. Shall be a voting member of the GAC.
- B. Shall chair the Events and Diversity Programming Allocation Council (EDPAC) and represent that council to the GAC.
- C. In collaboration with the Office Operations Coordinator, shall review budget authorization forms and record appropriate data. Shall also reconcile and review printouts for all EDPAC funded events each month.
- D. Shall coordinate the annual Time Capsule event.
- E. Shall be the GAC liaison to student organization involvement events.
- F. Shall educate the campus community and student organizations regarding available funding resources.

Approved GAC:	4-22-94	Revisions approved GAC:	5/10/10
Approved BOD:	5-6-94	Reported to BOD:	5/12/10
Revision Approved BOD:	1-23-98	Revisions approved GAC:	4/28/15
Cleanup Changes:	Summer 1999	Reported to BOD:	5/4/15
Revisions approved GAC:	5/13/03	Revisions approved GAC:	8/28/17
Reported to BOD:	5/23/03	Reported to BOD:	9/6/17
Revisions approved GAC:	2/19/07	Revisions approved GAC:	12/11/18
Reported to BOD:	2/21/07	Reported to BOD:	12/12/18

Revisions approved GAC: 11/14/19  
Reported to BOD: 11/21/19