

DUTIES FOR THE ASSOCIATED STUDENTS VICE PRESIDENT OF BUSINESS AND FINANCE

I. NAME

This document shall be called Duties for the Associated Students Vice President of Business and Finance.

II. AUTHORITY

These duties shall be established by the authority given in Article VIII, Section 2 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 AS Vice President of Business and Finance.

IV. EFFECTIVE DATE

These duties shall be effective upon approval of the Associated Students Businesses Committee (ASBC) and the Board of Directors (BOD).

V. AMENDMENTS

These duties may be amended by the AS Vice President of Business and Finance with the approval of the ASBC and the BOD.

VI. TERM OF OFFICE AND ATTENDANCE

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

VII. DUTIES

- A. Shall be a voting member of the BOD, shall chair ASBC and represent that committee to the BOD.
- B. Shall be a voting member of the ASBC.
- C. Shall chair the Revenue Allocation Committee (RAC) when active and ensure that approved applications are properly completed.
- D. Shall chair the Investment Committee and represent that committee to the BOD.
- E. Shall be a voting member of the Campus Fee Advisory Committee.
- F. Shall be a voting member of the University Budget Committee.
- G. Shall be a non-voting member of the AS Audit Committee.
- H. Shall serve as the Chief Financial Officer for the AS.
- I. Shall assume all duties, powers, and responsibilities of the AS President in the absence of the AS President and the AS Executive Vice President.
- J. Shall ensure the responsibilities of the ASBC and its timelines are being performed.
- K. Shall ensure in consultation with the Executive Director and ASBC, that the ASBC Strategic Plan be updated annually, and shall report to the BOD the progress of the ASBC Strategic Plan.

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- F. Shall be responsible for representing the interests of the ASBC to the managers of business operations.
- G. Shall report activities, including financial statements, from the ASBC to the BOD.

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| Approved WEC: | 4-18-89 | Revisions Approved BOD: | 5/7/03 |
| Approved BOD: | 5-3-89 | Revisions reviewed by ASBC: | 9/24/07 |
| Revision Approved: | 1-23-98 | Revisions Approved BOD: | 10/17/07 |
| Revision Approved ASBC: | 11/16/98 | Revisions Approved ASBC: | 5/11/12 |
| Revision Approved BOD: | 12/11/98 | Revisions Reported to BOD: | 5/11/12 |
| Revisions Approved ASBC: | 9/5/00 | Revisions Approved ASBC: | 5/4/15 |
| Revisions Approved BOD: | 9/11/00 | Revisions Approved BOD: | 5/4/15 |
| Revisions Approved ASBC: | 3/6/02 | Revisions Approved: | 10/9/17 |
| Revisions Approved BOD: | 3/11/02 | Revisions Approved BOD: | 11/1/17 |
| Revisions reviewed by ASBC: | 5/1/03 | Summer 2021 Cleanup | |