The following job descriptions are an overview of the responsibilities of the SCICC Executive Board. The items listed may change at any time and can be discussed with the Club Sports Administrators.

**Responsibilities of all SCICC Officers:**

- All elected officers must maintain a minimum of a 2.0 GPA and must carry at least 6 units (3 units for grad students).
- The official term of office begins on July 1st and ends on June 30th.
- Meet weekly with the Coordinator, Chair, and Treasurer to discuss future council meetings and events.
- Plans, organizes, & leads all SCICC events with the help of the SCICC
- Tracks progress of the SCICC over the academic year
- Tracks SCICC clubs’ progress in the Tier System
- Responsible for a group of SC-ICC clubs for advisement.
- Maintain communication with the Office of Student Life Programs & Services.
- Advocate for each of the clubs on the council to CSUF departments, ASI, community, etc.
- Help ensure the success of the SCICC clubs.
- Attend ASI Leadership Orientations over summer and winter breaks
- Obtain BLUEPRINT Certification
- Stay current on all Student Organization policies and procedures
- Applies to SORC for student organization recognition over summer break

**Responsibilities of SCICC Chair:**

- Serve as the official spokesperson for the organization: “representing the policies, views, and opinions of the organization in its relations with the campus and with the community at large” as quoted from the SCICC Constitution.
- Preside over all meetings and call all meetings to order.
- Setting the weekly agendas and distributing the agenda to all necessary parties.
- Attending meetings of the ASI Executive Senate
- Reports to the ASI Executive Board
- Reports to the ASI Executive Finance Committee with the Vice Chair,
- Is empowered to call special meetings as designated in club Bylaws
- Has check writing authority over funds appropriated by the SC-ICC General Council
- Monitor all activities of the council.
- Work in conjunction with the SC-ICC Treasurer to prepare and present the annual SC-ICC proposal for funds to the ASI Committee.
- Ensure all officers are performing their duties as defined in there Constitution.
- Assign special projects to council representatives.
- Be familiar with Rules of Order to conduct meetings.
- Assist in planning and implementation for all retreats and trainings for council.
Responsibilities of SCICC Vice Chair/ Treasurer:

- Assist the President in his/her duties.
- Keep an accurate account of all funds received and expensed.
- Assumes the President’s responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary’s absence.
- Assist in special projects as assigned by the President or Advisors.
- Meet weekly with the ASI Director.
- Will handle all financial affairs of the association, including disbursement of funds, and preparing the association budget.
- The treasurer shall be involved in all policy making decisions affecting the council.
- Attending and reporting budget items to the inter club council meetings.
- Attending and reporting to ASI Executive Committee meetings.
- Prepare files for Audit – annually.
- Responsible for presenting the following fiscal year’s budget to ASI and other members.
- Responsible for buying equipment that have been budgeted for by ASI.
- Responsible for copying flyers for events.
- Records the fundraising records of SCICC clubs for the Tier System
- Assists clubs in creating and managing their budgets throughout the year
- Leads the planning for costs of SCICC events (Festivals, Fundraisers, Awards Banquet, etc.)

Responsibilities of Administrative Officer:

- Serves as the Marketing Coordinator of all SCICC business
- Serves as the council’s official historian and will handle the calendar of events for all sports clubs on the council.
- Keep and maintain the council email and social media accounts as well as updating documents and notifications found there.
- The Administrative Officer will preside at all meetings for SC-ICC.
- The Administrative Officer is empowered to sit in meetings in the absence of the Chair and the Vice Chair.
- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings and sending that record to the proper recipients on a weekly basis.
- Maintain an accurate list of members and their contact information.
- Perform roll calls of all clubs and maintain an attendance record.
- Prepare ballots for elections.
- Keep a copy of the constitution and have it available for members.
- Assist in special projects as assigned by the President or Advisors.
- Meet monthly with the Coordinator to discuss progress, duties, and expectations.
- Tracks of all the usage of SC-ICC equipment