

ASTCC Vice-President of Clubs & Organizations

A minimum 2.5 GPA must be maintained during each quarter of employment as well as 10 credits per quarter. Failure to meet the criteria will result in employment termination from student engagement.

Vice-President of Clubs & Organizations

As the VP of finance and clubs you will serve as the students voice to oversee the S and a club budgets, including tracking expenditures, preparing budget recommendations for future, and making recommendations for improved cost effectiveness. Overseas student club budget, including training club officers and advisor on the S&A funds request process and helping club officers navigate the process.

Responsibilities:

Meetings and Communication:

1. Attend all ASTCC executive committee meetings.
2. Attend all ASTCC Senate meetings; shall provide a budget report as well as club-related announcements.
3. Participate in committees as assigned, including but not limited to: S&A, Tech Fee, and College Council.
4. Ensure that clubs are notified of events and information.
5. Attend all Office of Student Engagement staff meetings and events that do not conflict with class schedule.
6. Organize and facilitate a Club Council meeting on a quarterly basis.
7. Coordinate and schedule regular meetings with the Program Coordinator of Intramurals.
8. Communicate regularly with office of student engagement personnel responsible for club paperwork.

Club Support and Engagement:

1. Coordinate distribution and updating of the club handbook.
2. Attend club sanction meetings of newly formed clubs to review the club handbook with members.
3. Attend club functions whenever possible.
4. Serve as a club liaison regarding policies, procedures, and fundraising. Encourage clubs to participate in activities and events.
5. Review club sanction forms as they are turned in; Verify signatures by ASTCC president and director of the office of student engagement.
6. Ensure that all online and other student resources are current regarding club information and events.
7. Plan, publicize, and carry out one Club Rush Event each quarter.
8. Maintain a welcoming space for clubs and organizations to be kept clean and organized on a regular basis.
9. Secure and reserve meeting spaces for club activities.
10. Keep updated list of clubs and office hours posted.
11. Ensure student senators are trained in budget procedures.
12. Initiate any purchases requested by clubs and ensure the safe delivery of their purchases.
13. Maintain club's budget records of funding approval and expenditures.

Leadership and Administrative Duties:

1. Serve as acting president in absence of the ASTCC President until an election can be held.
2. Assist the director of the office of student engagement as necessary.
3. Recruit volunteers to assist on projects as needed.

4. Participate in summer training/orientation, staff retreats, and weekly staff meetings.
5. Oversee the maintenance of the club's storage space and implement a tracking system for its usage.
6. Develop and maintain administrative tracking systems, including but not limited to: Club Attendance, Club Action Forms, Club Rush Sign-Ups, Club Sanction Forms, Community Sanction Forms, Club Advisor Agreement & Policies Forms, and S&A Budget Request Forms.
7. Work with ASTCC VP of legislation and records to monitor club attendance at all Senate meetings and to determine availability of S&A funds.

Preferred Qualifications:

- Experience with spreadsheet software (Excel).
- Experience with bookkeeping or accounting.
- Training and leadership or team building.
- Experience as TCC senator.