

Department of Student Life
General Fee Organization/Student Leader Position Description

Organization Name: Campus Activities Board (CAB)
Position Title: Vice President of Finance
Supervisor: CAB Advisor(s) (Primary), Graduate Assistants (Secondary)
Scholarship Amount: \$2000 each semester (Fall & Spring)
Hours per Week: 10

Description: The role of Vice President of Finance is to manage all finances for the Campus Activities Board while also overseeing membership for the organization. This individual is responsible for being CAB's GFAC representative.

Qualifications:

1. Enrolled in at least 12 credit hours (undergraduates) or 9 credit hours (graduate and law students) during the fall and spring semesters.
2. Maintain a cumulative and semester GPA of 2.5 or better (undergraduate and law students) or 3.0 or better (graduate) during tenure of leadership position.
3. Ability to begin position in April 2023 and continue through May 2024.

Leadership and University Requirements:

1. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

Basic Duties:

Budget:

1. Maintain an accurate account of all financial transactions that occur within the CAB budget
2. Meet Weekly with the CAB advisor and/or budget officer to update the budget, process paperwork, and track spending
3. Keep a record of receipts for all transactions made and add to appropriate event binders.
4. Attend and participate in CAB executive board meetings weekly
5. Review event budget submissions with the President. Approve or return budgets for revisions.
6. Report on the CAB budget updates to all members at least once a month
7. Serve on the General Fee Advisory Committee
8. Create and manage order sheet for event chairs to communicate orders to the budget officer
9. Keep a detailed inventory of all items in all storage areas and replenish inventory as needed
10. Take meeting minutes at every single executive board meeting and send them out to the board for approval
11. Once meeting minutes have been approved, upload the meeting minutes to Vikes-Connect post-approval

Administration:

1. Support all operations of CAB, including the day-of-event activities, as assigned by CAB President.
2. Attend/ Staff CAB events unless academic commitments conflict
3. Adhere to a minimum of 10 office hours per week with 75% of these hours occurring between 9am-5pm
4. Assist with CAB recruitment for the upcoming academic year
5. Maintain a information table at all CAB events with information on the organization, volunteering and upcoming events
6. Abide by CAB constitution; other duties not specified in this description may need to be fulfilled per the CAB Constitution or to successfully uphold the mission and goals of the organization

*All student positions within organizations under the jurisdiction of the Department of Student Life come under the general supervision of and are accountable to the Dean of Student Life or designee.

Understanding and Agreement:

I have read the above position description and agree to carry out the duties of my position to the best of my ability within the limits inherent in the position description. I understand that remaining in my position also depends upon being enrolled in the required credit hours per semester (except summer) maintaining a cumulative and semester GPA of 2.5 or better (undergraduate and law students) or 3.0 or better (graduate) and participating in the Leadership program.

Print Name _____

Signature _____

Date: _____