



## Office of Student Life

### Clubs and Events Board (CAEB): Director of Finance

#### **DUTIES AND POWERS OF EXECUTIVE OFFICERS:**

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Director of Finance shall:

1. Give a financial report at every Clubs and Events board meeting.
2. Keep and maintain records on any changes to Clubs and Events Board accounts.
3. Make recommendations on all Clubs and Events Board expenditures.
4. Advise the Executive Board on preparing the budget for the next fiscal year.
5. Produce a year-end financial report
6. Serve as chair of the Fundraising committee.
7. Supervise or appoint a designee to supervise the collection and disbursement of all CAEB monies, in consultation with the Student Life Supervisor and the Business Services Office.
8. Work with the Office of Student Life to open a \$75 accounts for new clubs.
9. Prepare and Sign requisitions for all CAEB transactions