



Clubs and Events Board (CAEB): Vice Commissioner

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 Vice Commissioner shall:

1. Attend all Student Senate and Clubs and Events Board meetings, give updated reports to CAEB from Senate and act as the liaison between the Student Senate and the Clubs and Events Board.
2. Assume the responsibilities of the Commissioner in the absence of the Commissioner.
3. Be responsible for the organization and dissemination of relevant information to CAEB members, including clubs.
4. Organize and run the elections in conjunction with the Vice President of the Student Senate and Advisor.