

Vice President of Clubs – Santa Rosa

Job Summary

The VP of Clubs – Santa Rosa is responsible for facilitating meetings of the Inter-Club Council and preparing its agenda; the coordination and operation of clubs; carrying out the provisions of the ICC Constitution; acting as a liaison between clubs and the Student Government Assembly; organizing all records of club status to ensure continuity; and tracking the budget and expenditures with the ICC treasurer. The VP of Clubs is the bridge between clubs and student leadership, and promotes club involvement in all SGA activities.

Job Description from SGA Bylaws

- A. Preside as Chair and official spokesperson of the Inter-Club Council (ICC) and SRJC Clubs. (SGA Bylaws Article VI Section 4)
- B. Be responsible for carrying-out, maintaining, and revising the Inter-Club Council Constitution.
- C. Serve on the following SGA Standing Committee: Inter-Club Council.
- D. Be given preference to serve on the following College-Wide Committees: Day Under the Oaks Committee.
- E. Act as a liaison between individual clubs and the SGA.
- F. Manage club packets, procedures, and applications.
- G. Assist clubs in the facilitation of campus-wide activities and events.
- H. Be responsible for creating and maintaining a budget for the ICC.
- I. Provide guidance for new club's activation and the notification for impending deactivation to clubs.
- J. Review inactive Club Trust accounts at the start of each semester and report to the ICC if any inactive club funds are made available.
- K. Work collaboratively with the ICC Vice-Chair, ICC Secretary, and ICC Treasurer

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