

# B U S I N E S S I N T E R - C L U B C O U N C I L

## 2024-2025 EXECUTIVE BOARD MEMBER APPLICATION

Thank you for your interest in a BICC Executive Board position. Please answer the questions in the application in as much detail as you deem appropriate (attach separate pages if necessary). Positions are held for the full academic year (June 1st, 2024 to May 30th, 2025). You will be contacted shortly after receipt of your application.

Applications are due by **Friday, April 19th at 11:59 PM** via email to [biccpresident@fullerton.edu](mailto:biccpresident@fullerton.edu).

## QUALIFICATIONS

---

- Must be a regularly enrolled (non-extended education) student in good standing at California State University, Fullerton.
- Must not be serving on ASI's Board of Directors for any college for the upcoming term.
- Currently classified as Pre-Business, Business Major, or Business Minor.
- Must be in good academic standing (2.5 or better GPA).
- Must be enrolled and present at California State University, Fullerton for the entire term.
- The President and VP of Finance must prepare a 2-minute speech and be prepared for elections.

# DESCRIPTION OF POSITIONS

---

## **President (Elected Position)**

- Preside over and attend all meetings and processes of the BICC. If unable to attend, notify the Executive Vice President of Finance in advance
- Assist all Executive Board Members in successful completion of their duties
- Be the official spokesperson of the organization, representing the policies, views, and opinions of the BICC in relations with the campus and community at large
- Keep an open line of communication with the Dean of CBE, Council Advisor, and the Associated Students, Inc. (hereafter known as ASI)
- Serve on the ASI Executive Senate as the BICC representative in the bi-monthly meetings, or if unable to attend, to delegate a proxy or replacement.
- Coordinate the schedules of the officers to represent the BICC and CBE at the Student Life Orientation(s)

## **Vice President of Finance (Elected Position)**

- Handle all financial affairs and budgeting of the organization
  - Monitor and analyze monthly operating budget
  - Prepare a financial analysis and monthly report to the ASI VP of Finance
  - Discuss and review funding proposal with general members and approve proposals to be placed on the BICC agenda
  - Process reimbursement paperwork
- Attend all council meetings and e-board meetings (Tuesday & Thursday, 11:30 AM – 12:30 PM)
- Meet weekly with the Director of ASI
- Other duties assigned by the President

## **VP of Administration (Appointed Position)**

- Prepare agendas for BICC meetings
- Take notes during BICC meetings and create minutes
- Distribute agendas, minutes, and other printed materials to the council on a weekly basis
- Email agendas and minutes to the appropriate on-campus officers per ASI policy

- Manage a spreadsheet with club president and representative contact information
- Maintain communication with BICC representatives to encourage involvement
- Monitor the “Bi-Weekly Club Activity Form” for the different clubs
- Manage submission of signed Attendance Policies at the beginning of the semester and sending out Attendance Warning notices as needed
- Plan end of the year presentations for Best Club, Outstanding Community Service, Best Collaboration, and Representative of the Year
- Attend all council meetings and e-board meetings (Tuesday & Thursday 11:30 AM – 12:30 PM)
- Other duties assigned by the President

### **VP of Marketing (Appointed Position)**

- Manage the BICC social media accounts (Facebook, Instagram, Tiktok, & LinkedIn) and be a leader in posting actively
- Establish and maintain relationships with the BICC funded organizations, and CBE faculty responsible for social media, etc.
- Design, implement, and facilitate a marketing plan for BICC sponsored events
- Design and order promotional items like t-shirts, flyers, posters, etc.
- Oversee marketing communications, including: branding, public relations, social media, promotional materials, etc.
- Enhance the relationship between faculty, the CBE, and the community
- Meet with students and College’s faculty and staff to ensure support for all BICC sponsored events
- Attend all council meetings and e-board meetings (Tuesday & Thursday, 11:30 AM – 12:30 PM)
- Other duties assigned by the President

### **VP of Programs (Appointed Position)**

- Direct and evaluate events sponsored by BICC
  - Meet the Dean (Fall Semester)
  - Business Madness (1st week of March)
  - Council Retreats
  - End of the Year Banquet

- Empower and work in partnership with the BICC representatives in coordinating and implementing BICC events
- Work closely with outside vendors and school administrators to execute events
- Maintain communication with the BICC representatives to ensure involvement
- Provide VP of Marketing relevant information to publicize events
- Plan and execute one community service per semester
- Reserve all room locations for events hosted by the BICC Executive Board
- Attend all council meetings and e-board meetings (Tuesday & Thursday, 11:30 AM – 12:30 PM)
- Other duties assigned by the President

### **Intern (Appointed Position)**

- Assist with operations during the BICC meetings
- Complete rotational “shadowing” of the VP positions
- Execute tasks throughout the semester
- Assist with event planning
- Attend all council meetings and e-board meetings (Tuesday & Thursday, 11:30 AM – 12:30 PM)
- Other duties assigned by the President

**Position(s) Applying For:** \_\_\_\_\_

Name:	Major:	
Minor (if applicable):	Expected Graduation Date:	
Cumulative GPA:	Enrolled Units next Fall:	Spring:
Will you be holding any another officer positions this year?      Yes      No		
If yes, please specify:		
Email:	Contact Number:	

**On an attached document, please provide responses to the following questions:**

1. Describe your involvement any past or present organizations (List any positions held, dates of membership, and activities and/or contributions)
2. Why are you interested in this position on the Business Inter-Club Council, and what do you feel qualifies you to be elected to your desired position?
3. What do you think is the most important quality of being a leader, especially being a BICC Officer?
4. What is your goal and vision for BICC the upcoming year?
5. **\*\*OPTIONAL:** Please attach a portfolio of relevant work materials in correspondence with the position(s) you are applying for. (Highly recommended if applying for VP of Marketing)

**I have read, understand, and agree to the duties of being a BICC Executive Board Member. I agree that I will be available every Tuesday from 11:30 am – 12:30 pm for General Council meetings and every Thursday from 11:30 am – 12:30 pm for Executive Board meetings.**

X    Signature

Print Name

Date