

CSUS Executive Role Descriptions

President: The President is responsible for helping set the direction of CSUS, overseeing the tasks assigned to all executives, ensuring that said tasks get done, facilitating meetings, and communicating with the Computer Science Department on CSUS's behalf.

NOTE: The President must have previously been a CSUS executive.

VP Finance: VP Finance is responsible for preparing the budget, ensuring that all aspects of the club are appropriately funded, taking inventory of goods and money, and reimbursing executives who make purchases for CSUS.

VP Events: VP Events is responsible for planning events, coordinating events with the department, delegating responsibilities for said events, and seeing that events are executed as planned.

VP Communications: VP Communications is responsible for the management of the various CSUS social media accounts, and sending out advertisements via email newsletter, social media, the CSUS website, and physically on the CSUS bulletin board.

VP Public Relations: VP Public Relations is responsible for communication with entities outside the university, and managing the CSUS email account, responding to any messages as is appropriate.

VP Internal Affairs: VP Internal Affairs is responsible for the daily maintenance and management of the CSUS office, as well as monitoring the "Fun" Zone (also known as the CSUS "garage") that is across from the CSUS office.

In addition to these roles, one or more CSUS executives sit on the following committees which are relevant to CSUS and its members:

- Computer Science Operations Committee
- Computer Science Undergraduate Affairs Committee
- Computer Science Department Meetings
- Computer Science Hiring Committee
- Internship Committee Board