

Associated Students Organization  
of El Camino College

**APPLICATION FOR  
APPOINTMENT**

**TO A POSITION IN THE INTER-CLUB COUNCIL (I.C.C.) CABINET**

**DIRECTIONS:** Complete this application including the attachments, and submit it to the ICC Vice President's mailbox (Kongdy Lam). The ICC President and Vice President will contact you to set up an interview. If you have any questions, please contact the ICC Vice President, Kongdy Lam, kong\_lam@elcamino.edu.

**Location of all Interviews:** Inter-Club Council Office, west side of the Student Activities Center

Please note that other ECC students may view the information on this application. The ICC Cabinet is an organization of student leaders. Positions will be offered to the candidate who (1) is most qualified to fulfill the duties of the Cabinet position, (2) has availability in their schedule to accommodate the time commitment, and (3) has the experience or potential to plan/organize events.

- Applicants that accept ICC Cabinet positions are required to attend all General Meetings on Mondays 12-1 p.m., ICC Cabinet Meetings on Wednesdays 12-1 p.m., and volunteer for ICC events.

**ATTACH THE FOLLOWING TO THIS APPLICATION**

1. PHOTO COPY of your ECC Student ID Card showing a current ASB VALID STICKER for SPRING 2018
2. An updated resume
3. A letter about yourself, expectations for ICC, and any ideas you would bring forth to this organization

**QUALIFICATIONS FOR ICC CABINET OFFICE:**

- A. Hold a minimum of six units at El Camino College
- B. Hold a valid student I.D. card. (Must have paid \$10 for a current "ASB VALID" sticker on your photo ID card).
- C. Have a grade point average of 2.0 (C) or better in past and present courses.
- D. Completion of no more than five semesters or 3 academic years of service in student government at ECC in any of the following: Student Senate, Division Council, Inter-Club Council, Activities Committee, campus committee, or a club as a club president).

**YOUR NAME (please print):** \_\_\_\_\_

STUDENT I.D. NUMBER: \_\_\_\_\_

PLEASE INDICATE A PHONE NUMBER AND/OR EMAIL ADDRESS WHERE YOU CAN BE REACHED:

PHONE: \_\_\_\_\_ Best time to Call? \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**INTER-CLUB COUNCIL CABINET:**

**WHAT SPECIFIC POSITION, WITHIN THE INTER-CLUB COUNCIL CABINET, ARE YOU INTERESTED IN? (Check off all positions you are interested in)**

<b>ICC CABINET POSITIONS:</b>	
<input type="checkbox"/>	President
<input type="checkbox"/>	Vice President
<input type="checkbox"/>	Commissioner of Finance
<input type="checkbox"/>	Commissioner of Fundraising
<input type="checkbox"/>	Commissioner of Publicity
<input type="checkbox"/>	Commissioner of the Review Board
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Historian
<input type="checkbox"/>	I.C.C. Student Senate Representative
<input type="checkbox"/>	Commissioner of Diversity

DECLARED MAJOR: \_\_\_\_\_

ARE YOU EMPLOYED FOR MORE THAN 20 HRS/WK? \_\_\_\_\_

LIST ALL ASSOCIATIONS (MEMBERSHIPS) YOU BELONG/HAVE BELONGED TO IN THE PAST TWO YEARS (CAMPUS, COMMUNITY, CHURCH, ETC.)\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW DID YOU FIND OUT ABOUT ICC CABINET? \_\_\_\_\_

I hereby give permission for the Student Development Office to verify my eligibility qualifications, and I understand that the information that I have included on this application may be shared with other ECC students. I understand that ICC is a commitment and by signing this document, I will commit to the full duties of ICC Cabinet. Failure to do so may result in my removal from ICC Cabinet.

**YOUR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*\*ICC Cabinet does not guarantee a position to all applicants, nor does it guarantee the position applied for by applicant.\**

<b>This section to be completed by ICC President</b>	ICC Cabinet position _____ Does the applicant have a current ASB sticker? ____
<b>This section to be completed by Student Development Office staff</b>	Units/GPA eligible? _____ Current ASB? _____ Checked by: _____ Date: _____

# EL CAMINO COLLEGE STUDENT SCHEDULE

INDICATE YEAR: FALL \_\_\_\_\_ or SPRING \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Desired Position: \_\_\_\_\_

**PLEASE NOTE: This information may be given to other students  
(Do not include information that you wish to remain private)**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Other Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Please block off your schedule as follows: "CLASS", "WORK", "FREE" (for meetings, etc.)  
Also indicate other activities that you attend regularly.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00noon					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					

## ICC Cabinet Position Descriptions

**The President** shall preside over all I.C.C. meetings but may only vote to break a tie. Special circumstances may arise whereby an officer, appointed or elected, may become ineligible to serve office. Therefore, only the President may officially declare the ineligibility of an officer, elected or appointed. However, should the I.C.C. President fail to meet the aforementioned criteria, he or she, shall allow the I.C.C. Vice President to declare the ineligibility of the I.C.C. President. Moreover, the I.C.C. President shall coordinate the following: the Cabinet; the Constitution Committee; the Secretary; Fundraising; Diversity; and the I.C.C. Student Senate Representative.

**The Vice President** shall preside over the I.C.C. meetings in the case of the President's absence, removal, declared ineligibility, or resignation. Moreover, the I.C.C. Vice President shall coordinate the following: Meetings of Activities; Publicity; and Historian.

**Commissioner of Fundraising:** Shall be responsible for all I.C.C. Fundraising events, and activities aimed at Community Donations. Commissioner of Fundraising may appoint Chairperson(s) to set up committees and to organize these income-generating I.C.C. events.

**Commissioner of Finance:** Shall be responsible for overseeing the preparation and the submission of the I.C.C. budget to the Inter-Club Council. The Commissioner of Finance shall also recommend expenditures.

**Commissioner of the Review Board:** Shall oversee the review of all new club constitutions and list of charter members for the approval of Inter-Club Council. The Commissioner of Review Board shall further be responsible for both verbal and written reports pertaining to the status of active and inactive clubs.

**Commissioner of Publicity:** shall oversee the publicizing of all I.C.C. meetings, activities, fundraisers, and major events both on and off campus. Commissioner of Publicity can establish and coordinate a publicity committee to assist with these duties.

**Secretary:** Shall be responsible for recording and distributing copies of the minutes as well as the agendas of all I.C.C. meetings except for committee meetings. Shall assist the I.C.C. Cabinet members in corresponding with the campus, community, and I.C.C.

**Historian:** Shall be responsible for maintaining and recording a photographic history of I.C.C. scheduled calendar events.

**I.C.C. Senate Representative:** Shall be responsible for acting as I.C.C.'s liaison to the Student Senate. In this capacity, must attend all Senate and I.C.C. meetings. If unable to attend the Senate meetings they must notify the President. In addition, circumstances may arise whereby the President shall serve as the I.C.C. Student Senate Representative.

**Commissioner of Diversity:** Shall be responsible for acting as I.C.C.'s liaison to the Student Equity Advisory Council. In this capacity, must attend all Student Equity Advisory Council and I.C.C. meetings. If unable to attend the Student Equity Advisory Council meetings, they must notify the President. In addition, circumstances may arise whereby any I.C.C. cabinet member shall serve as the Commissioner of Diversity. The Commissioner of Diversity must also promote all student equity sponsored events to the I.C.C. general council.