

## **The Role of AUGSA Vice President (Operations & Finance): What You Need to Know Before Running**

According to the AUGSA bylaws, the job requirements of the AUGSA VP Operations & Finance are as follows:

The Vice President (Operations and Finance) shall be responsible to the Association for the following:

- a) Acting as a chairperson for all meetings of the Association in the absence of the President or his appointee, unless otherwise noted;
- b) Managing the financial affairs of the Association;
- c) Preparing a monthly report of all income and expenditures of the Association and submitting the report to Council on a monthly basis;
- d) Developing and reviewing financial procedures for the Association;
- e) Chairing an annual budget development process;
- f) Reviewing and recommending auditors for approval annually to the membership;
- g) Reporting their activities to the Executive Committee on a regular basis;
- h) Presenting an Executive report on a monthly basis at a Council meeting on portfolio activities; and
- i) Preparing and submitting CRA documents as required (T4, T4A) annually.

Beyond the bylaws, the AUGSA VP Operations & Finance must:

- Be prepared to be accessible to students by phone, email, and social media such as Facebook, Twitter, and LinkedIn.
- Attend a minimum of four meetings per month, including (but not limited to) monthly AUGSA Council meetings, and AUGSA Executive Committee Meetings. Other meetings may be deemed “attendance mandatory” on an *ad hoc* basis.
- Provide the AUGSA Executive and Council with up-to-date financial reports and budget expenditures to date at least once per month.
- Input cheques and expenses into the accounting software (AUGSA uses SAGE).<sup>1</sup>

<sup>1</sup> Note: All tasks relating to the input, recording, and maintenance of financial and/or payroll records are done on a laptop computer specifically designated for the VP Operations & Finance position. These tasks, combined, usually take about 15 – 20 hours per month, but can be done in the evenings and weekends or otherwise fit around your lifestyle, if the appropriate deadlines are met.

- Generate paystubs and paycheques (usually about 5 – one for each member of the Executive, plus the AUGSA Executive Director).
- Record AU deposits into the AUGSA bank account.
- Reconciling the previous month's accounts.
- Engage in a major review of the budget each year (along with the rest of the Executive Committee) in early December.
- Prepare for the annual audit in January. The audit is pretty straightforward as long as the monthly entering of accounting data is done, the budget is followed, and the Executive Director keeps the hard copies of each and every expense claim.
- Participate in projects as they come up.
- Report activities to council on a monthly basis for transparency, review, and for support and ideas.
- Spend at least 40-60 hours each month dedicated to all responsibilities.

Serving as the AUGSA VP Operations & Finance is a fun and rewarding experience, a great way to give back to the university community, and an excellent opportunity to gain new skills. Overall the position has a few monthly meetings, flexible tasks, lots of opportunity for input and is an excellent time to develop leadership skills.

**The VP Operations & Finance does not need to be an accountant, but experience as an accountant or bookkeeper would be a major asset to anyone considering this role.**

If you have questions on this role or would like to see past monthly reports of the AUGSA VP Operations & Finance, feel free to contact Ross Tyson (AUGSA Executive Director) at [ed@augsa.com](mailto:ed@augsa.com). Thanks for considering running for an AUGSA Executive position, and best of luck!