

The Role of VP Operations & Finance: What You Need to Know Before Elections



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) Reviewing the quarterly report of all income and expenditures of the Association;
- d) Presenting financial reports to Council on a monthly basis;
- e) Developing and reviewing financial procedures for the Association;
- f) Assisting in annual budget development process;
- g) Reviewing and recommending auditors for approval annually to the membership;
- h) Reporting their activities to the Executive Committee on a regular basis;
- i) Presenting an Executive report monthly at a Council meeting on portfolio activities;
- j) The VPOF shall assist the President with operations; and
- k) The VPOF will preferably have a business background and be familiar with accounting software.

Additional responsibilities of the AUGSA VP Operations & Finance include:

- l) Be prepared to spend **at least 35-50 hours per month** dedicated to all responsibilities;
- m) Be prepared to be accessible to students by phone, email, and social media such as Facebook, Twitter, and LinkedIn;
- n) Participate in monthly Executive and Council meetings. These meetings take place in the evening on the 1st and 2nd Tuesday of every month;
- o) Chair of Finance Committee and Governance Committee;
- p) Provide the AUGSA Executive and Council with up-to-date financial reports and budget expenditures to date at least once per quarter, preferably every Council meeting;
- q) Engage in a major review of the budget each year (along with the rest of the Executive Committee) in early December;
- r) Assist in preparing for the annual audit in January;
- s) Participate in projects as they come up;
- t) Report activities to council monthly for transparency, review, and for support and ideas;
- u) Participate in Human Resource meetings on an ongoing basis; and
- v) Reviewing bookkeeping and payroll reports.

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As a member of the Executive Committee, the Executive Committee shall ultimately be accountable to the Council for the following tasks:

- a) Developing, revising, and ensuring the implementation of policies for governing the Association;
- b) Carrying out the business of the Association;
- c) Upholding and furthering the objectives of the Association;
- d) Reporting fully to the Council;
- e) Conducting human resource matters as outlined in the operating procedures, including setting hiring criteria and staff selection as well as staff supervision;
- f) Preparing the annual budget of the Association; and
- g) Completing such actions as Council considers necessary.

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.

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.

For more information on the role as it is outlined in AUGSA's bylaws, please see pages 7 through 10 in the bylaws located here (<https://www.augsa.com/about/policies-bylaws/>). 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 Meaghan Sullivan (AUGSA Executive Director) at ed@augsa.com.

Thank-you for considering running in the election for an AUGSA Executive position, and best of luck!