



Concordia University of Edmonton

Students' Association

VICE PRESIDENT OF FINANCE

CONCORDIA STUDENTS' ASSOCIATION

Concordia University of Edmonton

Edmonton, Alberta

February 2016

Concordia Students' Association

Vice President of Finance

Policy: VP Finance

Category: Human Resources

Date Approved: 02/21/16 Date Reviewed: 02/20/16 Date Rescinded:

POLICY

This policy sets expectations for the Vice President of Finance (VP Finance) of the Concordia Students' Association.

RATIONALE

The VP Finance is a portfolio within the Concordia Students' Association's governance structure. Expectations define areas of responsibility and hold the VP Finance accountable to both the General Council and the students of Concordia University of Edmonton.

DEFINITIONS

CUE: Concordia University of Edmonton.

CSA: Concordia Students' Association.

EXPECTATIONS

The Vice President of Finance shall:

1. Serve as a voting member of the General Council.
2. Serve as a voting member of Executive Council.

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3. Provide up-to-date written reports to General Council on VP Finance's areas of responsibility, to be submitted with the General Council agenda package.
4. Consult with the Executive Council in the performance of the VP Finance's duties.
5. Consult with the General Council in the performance of VP Finance's duties.
6. Draft the portion of the annual budget pertaining to the VP Finance in consultation with the General Council and Budget Steering Committee.
7. Serve as the Chair of the Budget Steering Committee each academic year.
8. Collect and submit Executive Councilors budgets to Budget Steering Committee and the General Council.
9. Present the audited financial statements for the previous fiscal year at the General Council meeting following the audit in the next fiscal year.
10. Prepare and exercise budgetary control over the CSA budget;
 - 10.1. See financial policies of the CSA for further details.
11. Inform all General Council members of the financial policies and procedures of the CSA.
12. Maintain open communications with the Vice President of Internal Affairs in regards to clubs and unions funded by the CSA and oversee all expenses and revenues of the clubs and unions.
13. Ensure that, in consultation with the President, the General Council has submitted a recommendation on the amount of the Student Association Fee for the following year by the fifteenth (15th) of November.

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14. Be one of the signing authorities of the CSA.
15. Report quarterly to the General Council including updated financial reports.
16. Be responsible for archiving all pertinent CSA financial documents, in coordination with the Executive Director.
17. Keep a log book for future VP Finance's pertaining to any important additional information to be used in transitional training.
18. Provide budget updates and information to Executive's upon request.
19. Fulfill additional duties as assigned by Executive or General Council.