



Created September 2021

## VP OF FINANCIAL AFFAIRS

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This document reflects the current duties for the VP of Financial Affairs as outlined in the SRSGA Bylaws and Constitution as of September 2021. Failure to fulfill these duties can result in dismissal as outlined in Article VII, Section 1 of the SRSGA Bylaws.

It shall be the duty of the VP of Financial Affairs to:

- A. Serve a minimum of twelve (12) hours per week. Nine (9) of these hours must be in office hours while the remaining three (3) may consist of time working on SRSGA related business, which must be approved by the SRSGA advisor.
- B. Oversee the internal financial records of the SRSGA office.
- C. Serve as a voting member of The Board of Directors of SRSGA, Inc..
- D. Schedule a meeting before the budgeting process begins with each organization that plans to receive a budget for the following year.
- E. Execute all directives passed by the President and the Senate.
- F. Report to the SRSGA on all matters pertinent to their duties.
- G. Help all newly elected members with the transition into their offices, including but not limited to providing all information, instruction, and all related matters regarding corporation contract, union and non-union employees.
- H. Chair the Financial Affairs committee.