

## Vice President of Financial Affairs Duties

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This document can be amended by simple majority vote at a formal meeting without requiring amendment procedures to the By-Laws. Unless the duty being amended is in the Constitution or By-Laws then they must be amended following that process.

It shall be the duty of the Vice President for Financial Affairs to:

- A. Serve as the chief financial officer of the SRSGA Corporation and a voting member of The Board of Directors of SRSGA
- B. Serve as chairperson of the Financial Affairs committee, coordinate the activities of the Financial Affairs Committee, and advise student organizations on finances when requested
- C. Present to the Senate the minutes and/or records of the Financial Affairs Committee at each formal meeting
- D. Oversee all internal finance related items of the SRSGA office and create an advisory budget for the self-support of SRSGA in conjunction with the Vice President of Internal Affairs
- E. Schedule a meeting before the budgeting process begins with each organization that plans to receive a budget for the following academic year and provide the proper policy, procedure, and any other relevant information to each organization
- F. Serve a minimum of twelve (12) hours per week. Six (6) of these hours must be in the SGA office while the remaining six (6) may be made up with SGA related business, which must be approved by the SGA advisor
- G. Meet with the University Vice President for Finance, Administration, and Advancement monthly
- H. Evaluate and revise the SRSGA Finance Policy on a yearly basis
- I. Must attend two (2) movie series events per semester