



Vice President of Financial Affairs Duties

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 SRSGA VP of Finance 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. **Nine (9)** of these hours must be in the SGA office while the remaining **Three (3)** 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 bi-weekly.**
- H. **Evaluate and revise the SRSGA Finance Policy on a yearly basis I.**
- I. **Meet with the designated counterpart on a bi-weekly basis to discuss relevant matters and ensure effective collaboration.**