

University of Saskatchewan Students' Union

Position Profile

Role: Vice-President (Operations and Finance)

Reporting to: President

Immediate Direct Reports: N/A

Liaises To: Budget and Finance Committee
Campus Groups
Other Executive Members
University of Saskatchewan Students

Position Summary:

The Vice-President (Operations and Finance) is an elected position responsible for liaising with the internal and financial aspects of the Students' Union. This individual chairs the Budget and Finance Committee and as such makes recommendations on various capital and budget issues. They are responsible for coordinating the ratification, funding, and support of campus groups. They are also responsible for liaising with the operations of the Union. This individual represents the Students' Union when dealing with transit-related issues.

Qualifications:

Education:

- Must be a current undergraduate student at the University of Saskatchewan
 - Grades and tuition must remain in good standing
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Key Accountabilities:

- Report and make recommendations to the Budget and Finance Committee on capital expenditures and allocation of funding
- Report to University Students' Council on Budget and Finance Committee meeting minutes
- Follow the Executive Protocol Policy
- Hold regular office hours

Key Responsibilities:

- Be informed on the USSU's financial situation
- Ensure that the annual Union budget is prepared
- Be responsible for the operations and services of the Union

- Regularly review monthly financial statements
 - Explain Student Governance and Grants variances at monthly Financial Review meetings
 - In conjunction with the General Manager, be responsible for overseeing the annual audit
 - Have co-signing authority for all cheques and invoices
 - Have signing authority for insurance forms
 - Coordinate ratification and funding for campus groups
 - Answer questions from campus groups
 - Be responsible for all other issues regarding campus groups
 - Ensure that all operational policy documents are up to date and relevant
 - Be responsible for transit and transportation issues affecting members of the Union
 - Coordinate and chair Budget and Finance Committee meetings when necessary
 - Member of U of S Planning and Priorities Committee
 - Attend USSU Admin Team meetings and report on current activities
 - Attend annual USSU Retreat and Executive Transition
 - Sit as a member of the hiring committee for various employee and management interviews
 - Attend monthly President's Breakfast Meeting
 - Attend Association of Constituency Presidents' Meetings
 - Attend other regular meetings:
 - Executive Committee
 - Louis' and Louis' Loft Planning Meeting
 - Occupational Health & Safety Committee
 - University Students' Council
 - Attend student leadership conferences
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Last Updated: April 26, 2019