

University of Saskatchewan Students' Union

Position Profile

Role:	Vice-President Operations and Finance
Reporting to:	President
Liases with:	Finance and Assessment Committee Campus Groups Committee Campus Groups Other Executive Members University of Saskatchewan Students USSU Senior Management

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 Finance and Assessment 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 Finance and Assessment Committee on capital expenditures and allocation of funding
 - Report to University Students' Council on Finance and Assessment Committee meeting minutes
 - Report to University Students' Council on Campus Group Committee meeting minutes
 - Follow the Executive Protocol Policy and The Executive Terms of Employment
 - Hold regular office hours
 - Overseeing response to ongoing current events and issues relevant to U of S campus groups
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Key Responsibilities:

Responsibilities Relating to Internal and Financial Operations

- Ensure that the student governance-related budget is prepared
- In conjunction with the Controller, be informed on the annual audit

- Be informed of the USSU financial situation
- Review monthly financial statements
- Explain Student Governance and Grants variances at monthly Financial Review meetings
- Co-signing authority for all cheques, EFTs, and other expenses as appropriate
- Be responsible for transit and transportation issues affecting members of the Union
- Liaise with the operations and services of the Union
- Be informed regarding facilities and tenants
- Be responsible for financial aspects of student Health and Dental Insurance services

Responsibilities relating to Campus Groups

- Responsible for ratification and funding for campus groups
- Provide support and services to campus groups
- Be responsible for all other issues regarding campus groups
- Signing authority for insurance forms
- Assist in University-level disciplinary action arising from campus group non-academic misconduct (including Alternative Dispute Resolution or Hearing process)

Responsibilities Relating to University / Institutional Obligations

- Member of the following committee but not limited to:
 - U of S Planning and Priorities Committee (PPC)
 - U of S Fee Review Committee
- Attend regular meetings with Usask Administration
 - President's Executive Committee (PEC)
 - Provost, Vice-Provost, Deputy Provost, and other appropriate administrators.
- Contribute to university working groups and search committees relating to the OPFIN portfolio
- Attend University Orientation, Indigenous Student Orientation, International Student Orientation, and other student orientations as decided by the Executive Committee.

Responsibilities Relating to USSU Governance and Executive Membership

- Coordinate and chair meetings of the Finance and Assessment Committee
- Coordinate and chair meetings of the Campus Groups Committee
- Act as President of the USSU in the event the President must vacate their position.
- Report committee meeting minutes at USC
- Overseeing all USSU affairs
- Ensure that all operational policy documents are up to date and relevant
- Serve as a member of the hiring committee for various employee and management interviews relating to the VP OPFIN portfolio.
- Attend all other meetings requested by the executive committee
- Attend regular USSU meetings:
 - University Students' Council
 - Executive Committee
 - Louis' and Louis' Loft Planning meeting
 - Occupational Health & Safety Committee
- Attend Association of Constituency Presidents' Meetings
- Volunteer regularly at the Centres
- Attend student leadership conferences
- Attend annual USSU Retreat and Executive Transition