



Position Profile

Role: Vice-President Operations and Finance

Reporting to:

- University Students' Council
- USSU Executive Committee

Liases with:

- University of Saskatchewan Students
- Campus Groups Committee
- Student and City of Saskatoon Connections Committee
- Finance and Assessment Committee
- Campus Groups
- University Community
- Executive Members
- 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. The VP Operations and Finance chairs the Finance and Assessment Committee and, as such, makes recommendations on various capital and budget proposals. They are responsible for coordinating the ratification, funding, and support of campus groups. Furthermore, they are responsible for liaising with the Union operations. The VP Operations & Finance represents the USSU in matters related to Saskatoon Transit.

Qualifications:

Education

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

Key Accountabilities:

- Report and make recommendations to the Finance and Assessment Committee on capital expenditures and allocation of funding.

- Report to the University Students' Council on the 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 current events and issues relevant to University campus groups.

Key Responsibilities:

Responsibilities Relating to University Obligations

- Member of the following committees, but not limited to:
 - University Planning and Priorities Committee.
 - University Fee Review Committee.
- Attend regular meetings with University Administration.
 - President's Executive Committee.
 - Provost, Vice-Provost, Deputy Provost, and other appropriate administrators.
- Contribute to university working groups and search committees.
- Attend University Orientations.
- Be informed of the financial and budgeting matters affecting the university.
- Attend the University of Saskatchewan Financial Town Hall.

Responsibilities Relating to Internal and Financial Operations

- Ensure that the student governance-related budget is prepared.
- In conjunction with the Controller, be informed of the annual audit.
- Be informed of the USSU financial situation.
- Review monthly financial statements.
- Report on 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 students.
- Liaise with the operations and services of the USSU.
- Be informed regarding facilities and tenants.
- Be responsible for the financial aspects of student Health and Dental Insurance.

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.
- Assist in University-level disciplinary action arising from campus group non-academic misconduct (including Alternative Dispute Resolution or Hearing process).

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.
- Coordinate and chair meetings of the Student and City of Saskatoon Connections Committee.
- Act as President of the USSU in the event the President must vacate their position.
- Attend the USSU Annual General Meeting and any Special General Meeting.
- Report committee meeting minutes at USC.
- 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 Vice-President Operations and Finance 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.
- Have a consistent presence at the USSU Centres.

Last Updated: March 12, 2026