

VICE PRESIDENT, FINANCE AND GOVERNANCE

The **Vice President, Finance and Governance (VPFG)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while being responsible for the financial and operational affairs of the MASU. Furthermore, the VPFG shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically their financial concerns.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO. The VPFG must advise the EB as to the best interests of the MASU.
7. Chair the following MASU Committees:
 - a. Appointment Committee;
 - b. Finance and Administration Committee; and,
 - c. Governance Committee;
8. If applicable, sit on, and attend all meetings of, the following University Committees, unless otherwise excused by the Chair of the respective Committee:
 - a. The Board of Regents Finance and Administration Committee;
 - b. The Board of Regents Investment Committee; and,
 - c. The Presidents' Budget Development Group (BDG).
9. If applicable, act as the MASU representative on the Campus Trust.
10. Oversee, and assist as necessary, the following MASU staff:
 - a. The Elections Coordinator;
 - b. The Governance Coordinator; and,
 - c. The Human Resources Coordinator.
11. In conjunction with the President & CEO, uphold, oversee, and update (as required), the governance of the MASU. This includes:
 - a. The Articles of Incorporation;
 - b. The Constitution;
 - c. The By-Laws;
 - d. Policies; and,
 - e. The Strategic Plan
12. In conjunction with the General Manager and President & CEO, ensure that the finances of the MASU are properly kept. This includes:
 - a. Overseeing and developing the annual MASU budget;
 - b. Ensuring that a yearly audit of the MASU's financial records is done;
 - c. Developing a budget for Orientation and entertainment; and,
 - d. Scrutinizing the disbursement of MASU funds.
13. Perform other miscellaneous tasks, such as, but not limited to:
 - a. Managing the MASU's technology; and,
 - b. In conjunction with the Office Manager, overseeing MASU sponsorships.

14. Act as a signing authority on behalf of the MASU.
15. Not occupy another position within the MASU.
16. Be aware of, and uphold, all bylaws and policies related to their position.
17. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPFG will be expected to work in the MASU Office.
18. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
19. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
20. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
21. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.