

1. The Vice-President, Finance and Operations of the MASU shall:
 - (a) serve a term of office from the first day of May to the thirtieth day of the following April;
 - (b) ensure the efficient operation of the MASU;
 - (c) ensure that the financial records of the Union are properly kept;
 - (d) scrutinize the disbursement of MASU funds;
 - (e) ensure that the Constitution, the Bylaws, Policies, Operating Procedures and all other internal documents are upheld in their entirety;
 - (f) be responsible for the review and subsequent revision of MASU Bylaws and Operating Procedures;
 - (g) present the financial reports as the SAC shall require, there being no less than two in each fiscal year;
 - (h) chair the Finance Committee, the Grants and Awards Committee, the Operations Committee, and any other committee that may arise at the discretion of Council;
 - (i) meet on a regular basis with the MASU Administrator acting as a liaison between the Executive and office staff;
 - (j) oversee the MASU student health insurance plan;
 - (k) act as a liaison with the Elections Office and maintain constant communication with the Entertainment Director regarding expenses associated with entertainment events;
 - (l) represent the best interests of union members with an aim to improve student life;
 - (m) act as a signing authority on behalf of the MASU;
 - (n) work a minimum of thirty-five office hours per week from May to August and ten office hours September to April, as determined in conjunction with the Executive Committee prior to the beginning of the year;
 - (o) perform such duties as may be required by Council and the MASU;
 - (p) there is an honorarium with this position; and
 - (q) a final report is required to be submitted to Council.