



UNB Student Union

Vice President Finance & Operations

Location: Student Union Building, Fredericton, NB

Date: May 1st to April 30th

Summer Hours: 37.5 hrs/week

Academic Hours: 15 hrs/week

Reports to: UNB Student Union President

Summary:

The Vice President Finance & Operations shall be the Chief Financial Officer of the Union and shall manage the internal operations of the Union. The Vice President Finance & Operations shall fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Upon request, exhibit the books and accounts to any Member of the Union;
- Be responsible for the enforcement of the financial policy of the Union;
- Be responsible for the enforcement of the human resources policy of the Union within clubs and societies;
- Oversee hiring within the Union and manage the hiring email account;
- Be responsible for enforcing risk management protocols and approval of student events in collaboration with the Student Event Risk Committee (SERC) for all activities undertaken by the Union;
- Advise the Union of and administer funding requests of ratified clubs and societies pursuant to the financial policy of the Union;
- Solicit sufficient sponsorships for UNBSU Services and events in coordination with the Director of Campus Events and respective Vice Presidents;
- Plan transition for Council;
- Divide councillor check-ins amongst respective Vice Presidents and follow up
- to ensure Vice Presidents are adequately supporting their respective councillors

Supervisory Roles:

- Supervise the following coordinators:
 - Townhouse Coordinator; and
 - Clubs and Societies Coordinator.

Accountabilities:

- Provide direction to and receive feedback from the Union clubs and societies;
- Serve as UNBSU Orientation Treasurer;
- Serve as the SUBS Inc. Treasurer;
- At the request of the Council, report within one week upon the general financial position of the Union.



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Administrative Duties:

- Be responsible as a co-signer of the monetary accounts of the Union;
- Present a report of all activities undertaken at all regular meetings of the Council;
- Provide a transition report to the incoming Vice President Finance & Operations at the end of their term;
- Submit time sheets for part-time employees to the General Manager on time for bi-weekly payroll submission;
- Host a clubs & societies Town Hall at least once per term;
- Chair the following Union Committees:
 - Selections Committee;
 - Clubs and Societies Finance Committee

Requirements:

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.