



Students' Association Council Vice President Finance

Position:	Vice President Finance
Term:	October 14 th , 2019 – April 30 th , 2020
Reports To:	ACCSA President
Honorarium:	\$15.50/ hour, minimum 30 hours and maximum 60 hours per month, with a yearly cap of \$5,000

About the Vice President Finance Position

The Vice President Finance is a voting position on the Student Association Council, and is responsible for increasing awareness of student resources that support the financial wellbeing and economic success of students, as well as overseeing the financials and budgeting processes of the Assiniboine Community College Students' Association (ACCSA).

The Vice President Finance is also responsible for promoting services that are provided by the ACCSA, such as the Student Health & Dental Plan, and Student Discount Programs. They may also be required to act in the ACCSA President's absence, should the need arise.

Job Duties

- Attend all Students' Association Council Meetings & Committee Meetings
- Sit as a student representative on the ACC Foundation Board
- Seek feedback on all relevant initiatives and campaigns of the ACCSA from students
- Communicate ideas effectively and appropriately as a team member to ACCSA Staff and Council Members
- Be a source of information for fellow ACC students, particularly as it relates to ACCSA services
- Participate actively in ACCSA events and/or event preparation as needed
- Encourage student engagement and participation through committees, clubs, events and campus activities
- Collect feedback and ideas from students on questions related to the college, their academic programs, and the ACCSA
- Gather information, stories, and content for ACCSA communications
- Promote ACCSA initiatives through active communication and ACCSA social media

- Document and submit monthly timesheets for honorarium payment
- Submit a year-end report outlining achievements, challenges and recommendations specific to your position
- Other duties as determined by the ACCSA Student Association Council and ACCSA Bylaws
- Abide by all ACCSA Bylaws, Policies, and Code of Conduct

Benefits

On top of the leadership & work experience gained from this position, the Vice President Finance will receive:

- Professional Development Opportunities, including an ACCSA Orientation, as well as occasional sessions and conferences as they come available
- An honorarium, paid out bi-annually as compensation for the time spent at ACCSA Council Meetings, ACCSA events, and other activities as deemed eligible by the ACCSA from time to time
- A reference letter from the ACCSA Director at the end of their term, upon request, detailing their experiences and efforts while serving as the Vice President Finance.

Eligibility Requirements

In order to be eligible to run for the Vice President Finance position, a student must:

- Be enrolled in an applicable program at ACC as a full-time student.
- Have a Grade Point Average of at least 3.0 (first year students are exempt from this requirement).
- Maintain a Grade Point Average of 2.5 for the duration of the term.
- All other requirements as outlined in the ACCSA Election Policy sections 4.1, 4.2, and 4.3.

Applicable ACC Programs

Any full-time student of Assiniboine Community College will be eligible to run for the VP of Finance position. This position is not restricted by program, and all interested students are encouraged to put their name forward.

If any student is unsure of their eligibility to run for this position, they are encouraged to contact an ACCSA Staff Member or the ACCSA President for more information.

All interested candidates must submit their nomination package to the ACCSA Office no later than 4:00pm on Friday, September 20th, 2019. Please contact the ACCSA Office with any questions or concerns about the ACCSA Election.