

Name of the Policy

- a) This policy shall be referred to as the "Vice President, Finance and Administration Policy".

Qualifications

- b) The Vice President, Finance and Administration must be a registered student of Brock University and must have taken a minimum of one half (1/2) credit during the academic year of their election.
- c) Vice President, Finance and Administration candidates will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
- d) Upon the receipt of a nomination package for Vice President, Finance and Administration, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University
- e) In order to be nominated and elected to the position of Vice President, Finance and Administration of the Brock University Students' Union Inc., the individual must act in accordance to Policy 400 "The Elections & Referenda Policy".
- f) The Vice President, Finance and Administration must be at least eighteen (18) years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.

Responsibilities

- g) The responsibilities of the Vice President, Finance and Administration shall be:
- h) To act as the Chief Financial Officer of BUSU;
 - i) To work alongside the General Manager in enforcing the Financial Policy of BUSU;
 - j) One of the signing officers of BUSU;
 - k) To report all activities undertaken on behalf of BUSU at all regular meetings of the Board of Directors;
 - l) To pursue revenue generating endeavors that may be used to support additional student services;
 - m) To coordinate vendor bookings within the Student-Alumni Centre;
 - n) To present, as Chair of the Finance, Planning and Sustainability Committee, a finalized budget for the information of BUSAC at its July meeting;
 - o) To oversee the BUSU Health and Dental Plan portfolio;
 - p) To assume other duties which properly fall within the scope of the portfolio, to other duties that may occasionally be assigned by the Board of Directors;
 - q) To aid in the performance of duties resulting from a vacancy in the Executive until the end of his or her term or until the position can be duly replaced;
 - r) To present a written year-end report which is satisfactory to the outgoing Board of Directors in the month of April.
- s) The Vice President, Finance and Administration shall be accountable to the student body via the Board of Directors and the President.
- t) The Vice President, Finance and Administration shall remain an Officer of the Corporation from the 1st day of May after their election until the following midnight of the 30th day of April, or in the case of a by-election, immediately after ratification of election results by BUSAC until midnight of the following 30th day of April.