

POSITION TITLE: Vice President Finance and Administration  
REPORTS TO: BUSAC, Board of Directors and President  
Employment Period: May 1<sup>st</sup> – April 30<sup>th</sup>

## **SECTION 1: PRIMARY JOB FUNCTION**

The Vice President Finance and Administration is a member of the Executive team of the Brock University Students' Union elected to fulfill the mission of BUSU.

*It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.*

### **Responsibilities:**

- To act as the Chief Financial Officer of BUSU.
- To work alongside the General Manager in enforcing the Financial Policies of BUSU.
- To pursue revenue generating endeavours that may be used to support additional student services.
- One of the signing officers of BUSU. Responsible for signing cheques and invoices on a weekly basis.
- To present, as Chair of the Internal Affairs Committee, a finalized budget for the information of BUSAC at its July meeting.
- To oversee the BUSU Health and Dental Plan portfolio:
  - Collaborating with the General Manager, Director of Operations, and Health and Dental Plan Administrator on;
  - Design of the health and dental plan
  - Service agreements with health and dental insurance providers
  - Internal Health and Dental plan policies and procedures.
- Oversees the Transit Portfolio and works with the General Manager to:
  - Manage transit contracts
  - Develop bus routes to service Brock campuses
  - Ensure fiscal sustainability of the UPass program
  - Setting UPass fees
  - Sitting on Niagara Region steering committee.
- Represents BUSU on Brock Senate:
  - Push educational policy to ensure student voice is represented
  - Participate as an active member of the Student Caucus, Governance committee, and 2 additional committees as tasked by Senate.
  - Manage all student senators and ensuring they are actively progressing the academic interests of students by participating in their committee and senate work.
- Represents BUSU on University Administrative Committees when reasonably falls under the VPFA portfolio.
- To report all activities undertaken on behalf of BUSU at all regular meetings of BUSAC;
- To assume other duties which properly fall within the scope of the portfolio, as well as other duties that may occasionally be assigned by the Board of Directors or BUSAC;

- 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;

## **SECTION 2: QUALIFICATIONS**

- 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.
- 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.
  - 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
- 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 with Bylaw 400.
- 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.

## **SECTION 3: WORKING CONDITIONS**

### PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time, some physical labour may be required i.e. moving materials around the office, or striking decorations and other items for special events.

### PHYSICAL ENVIRONMENT

Standard office environment; occasional driving to off-campus business events, and traveling to professional conferences or retreats.

### SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Need to listen intently and to pay attention to body language when meeting one-on-one with individuals.

### MENTAL STRESS

This position requires attending night meetings from time to time and working some weekends. Also, it includes some traveling to conferences and retreats. Must be able to work flexible hours in order to be successful. Must be able to work in a fast paced environment and work through complex situations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Brock University Student Union is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Brock University Student Union will provide reasonable accommodations to applicants with disabilities throughout the recruitment process. If selected to participate, please inform Human Resources of the nature of any accommodations(s) that you may require.*