

### Background

The Vice President Finance & Services (VPFS) is responsible for (with a great deal of assistance from the Executive Director): administrating the SGPS' finances and accounts, setting the annual SGPS budget, arranging for a yearly audit, supervising all financial transactions, coordinating and planning the services of the SGPS and administering the SGPS health and dental plan.

### Responsibilities

- Work in conjunction with the other members of the Executive and meet on a regular basis at Executive meetings.
- Chair the Finance & Services Standing Committee.
- Sit on the Council of the School of Graduate Studies.
- Attend and report to Council on a monthly basis, as well as at the Annual General Meeting.
- Administer bursary applications.
- Attend various other meetings on campus to ensure that SGPS members are effectively represented.

### Job Requirements

- Candidate must be a member of the SGPS
- Effective communication skills

### Remuneration

The VP Finance & Services is paid at a rate of \$1,000.00 per month (\$12,000.00 per year).

## To Apply

To apply for this position, please complete the nomination package. You can find the nomination package on the SGPS website: <http://www.sgps.ca/jobs/election.html>

**For submission deadlines and directions, please see the election page as referenced above.**