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## FINANCE CHAIR JOB DESCRIPTION

The primary responsibility of the Finance Committee Chair is to allocate GPSA funds through monthly appropriation requests, and through the annual GPSA budget process. S/he will provide leadership to a committee of no less than five (5) appointed members and will hold one (1) vote on the Executive Board (E-Board). The Finance Chair will meet regularly with the President and/or Grants Chair.

### RESPONSIBILITIES

- Administer the executive finance budget
- Draft the annual GPSA budget
- Present Committee recommendations regarding the budget and all appropriations that come before Council
- Provide annual written public report to the President to be included in the annual report
- Serve a minimum of three scheduled office hours each week in the GPSA Office
- Make updates to the Finance Committee page of the GPSA website
- Draft any communications provided by the Finance Committee
- Hold committee meeting/appropriation hearings at least one (1) time per month when Council is in session
- Attend meetings as requested by the President
- Manage a Finance Committee comprised of no less than 5 members representing at least three RDSAs; members of this committee are appointed by President and Council Chair
- Monitor committee budget
- Organize and hold annual budget request hearings
- Recommend agenda items for Council meetings
- Hold voting membership on the Executive Board (E-Board)
- Adhere to the Constitution and Bylaws in the execution of responsibilities, power and duties
- All other duties as assigned

### QUALIFICATIONS

- Must be accepted and enrolled in a graduate or professional program
- Experience with managing a team, and working in a team environment
- Strong verbal and written communication skills, including producing and delivering cohesive presentations
- Broad understanding of budget spreadsheets and terminology; previous experience managing a budget preferred, but not required
- Ability to work independently and complete tasks on deadline, with limited supervision
- Project management experience preferred, but not required



## GRADUATE *and* PROFESSIONAL STUDENT ASSOCIATION

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### TERM

- Term of office is from the date of appointment until noon on the last day of the academic year or when a letter of resignation is submitted to the President

### STIPEND

- Stipend for the Finance Committee Chair is determined annually through the annual budget process or appropriation

*Updated 7/26/17*