



Finance Vice Chair:

Updated July, 2025

- Assist in the administration of the executive and legislative branch budgets
- Review the Finance Code and provide any necessary updates to be approved by GPSA Council
- Present Committee recommendations regarding the budget and all appropriations that come before Council at each Council meeting if the Director of Finance cannot attend
- Promote appropriations, budgeting, and other funding mechanisms to GPSA members to maximize efficient use of GPSA fees and return on investment to students
- Make updates to the Finance Committee page of the GPSA website
- Hold Director of Finance accountable for committee meetings and appropriation hearings at least one (1) time per month when Council is in session
- Assist in managing the Finance Committee and serve as Chair when Director of Finance is absent
 - Manage committee budget
 - Serve as mentor for the Finance Committee members
- Work closely, and cordially with the Student Government Accounting Office (SGAO) for funding distribution
- Organize and hold annual budget request hearings
- Attend meetings as requested by the GPSA Council Chair
- Adhere to the Constitution and Bylaws (especially the Finance Code) in the execution of responsibilities, power and duties
- Hold voting membership on the Executive Board (E-Board)
- Serve a minimum of three (3) scheduled office hours each week in the GPSA Office
- Provide annual written public report to the Council Chair to be included in the annual report
- All other duties as reasonably requested by the Council Chair or as defined by the GPSA Constitution and Bylaws.

Qualifications:

- Must be accepted and enrolled in a graduate or professional program
- Must be selected by the Council Chair, NOT the President or Chief of Staff
- 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 maintain impartiality in all GPSA Council matters
- Ability to work independently and complete tasks on deadline, with limited supervision
- The ability to work efficiently in a fast-paced, dynamic environment
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process

Compensation:

- Stipend is determined annually through the annual budget process or appropriation