Student Government Association (SGA)
Position Description – Treasurer

**Basic Function:** Serve as the Chief Financial Officer of the Student Government and the recognized organizations. Provide leadership to the SGA Senate, and work in collaboration with the SGA Executive Leadership team to advocate for all students and help to ensure fiscal responsibility and sustainability. Work closely with the Finance Committee with ongoing allocation of funds and the annual budgetary process. Develop a climate of openness, communication, and fairness.

**Essential Functions:**

Attend a minimum of one senate meeting per month and give a report on the current financial standing of the SGA. Attend the weekly executive meeting to keep the body updated on all issues and developments within the finance office.

Foster a friendly, customer service oriented office environment for all organizations that have business with the finance office.

Assume fiduciary responsibility for the Student Government Association and all organizations it oversees. Ensure compliance amongst all groups with regards to the financial policies laid out by the University of Vermont and the Student Government Association.

Sit on the Board of Trustees Audit Committee on behalf of undergraduate students.

Organize and execute the yearly Treasurer’s Workshop for all club leaders. Teach them how to be effective and responsible treasurers in their respective organizations.

Run the budget workshop to help clubs construct their budgets for the next fiscal year. Solicit input from the Student Activities Committee and Finance Committee during this process.

Perform analysis to support annual discussion of the need for a fee increase.

Help to oversee the Finance Committee to ensure that organizations are being treated fairly and uniformly.

Process all payments for SGA Recognized Organizations. Ensure that they have the financial resources to pay for all expenses, and help them to manage all revenue.

Oversee and assess the RCM (Responsibility Centered Management) Budget model as we move forward and implement changes as needed to ensure the sustainability of the model.
Sit on the Emergency Response Team chaired by the President to handle matters that arise during the course of the year.

Manage, with assistance from the SGA Office Manager, the inventory for the SGA organizations and update yearly.

Other duties as they develop.

One should anticipate this position requiring a minimum of 20 hours per week during the academic year.