



The University of Findlay

Student Government Association

Description for Student Government Association's TREASURER

Elected term beginning May 3, 2020 and ending May 2, 2021

Requirements for candidacy according to the Student Government Association Constitution and Bylaws are as follows:

- Shall have attended the University of Findlay for at least two contiguous semesters and have served a minimum of two semesters, at the time of elections, on the Student Senate. (If an individual has not served on the Student Government for two semesters, they may still be considered for an Executive Board position if there are no experienced applicants)
- Must have at least a 2.50 cumulative grade point average to hold and retain office.

The Treasurer shall perform the following duties, listed in the Student Government Association Constitution and Bylaws:

- Keep permanent records of all financial transactions of the Student Government Association, and prepare a summary report for each meeting of the Student Government Association.
- Deposit and withdraw all funds according to the directions of the Student Senate, banking according to the provisions required by the University administration.
- Sign for the transfer of all funds from Student Government account.
- Coordinate budgetary training for all treasurers of recognized student organizations at the Board of Presidents leadership training program each semester. Refer to Article IV of the Constitution.
- Keep financial records detailing allocations and expenditures of funds and report discrepancies to the Student Senate.
- Review financial transactions and records with the University's Controller regularly throughout the semester to insure proper financial operation.
- Chair the Budgetary committee.
- Co-sign (with the organizational faculty advisor) all purchase requisitions, expense reports, and fund transfer requests from student organizations.
- Maintain a spread sheet listing all funds received, transferred, and expended for activities on and off campus that are funded by the Student Government Association.
- Coordinate and supervise the completion and execution of the Student Government Association online Food Meeting Request Form.

- Monitor and ensure completion of the Student Government Association Event Summary Form intended for University and Student Government Records.
- Monitor student organization expenditures to insure that all funds allocated by the Student Government Association are being used as intended following all University policies.
- Select, train, and supervise an Assistant Treasurer with approval of the Student Government President, Advisor(s), and VP for Student Affairs.
- Create and implement new methods of tracking organization spending and improving overall ease of the budgetary process.
- Perform all duties until the end of the University's fiscal year: June 30th.
- Serve a minimum of two office hours per week in the Student Government Association Office.
- Report to the President of Student Government Association.

All candidates for Treasurer must complete the following:

- Submit a **100 words or less** paragraph about themselves, which will be available to students while voting. The paragraph must be emailed to sga@findlay.edu by the below deadline.
- Submit a **100 words or less** answer to the following question: What would you like to change about campus? The answer will be available to students while voting. The paragraph must be emailed to sga@findlay.edu by the below deadline.
- **Optional:** Submit a photo of yourself for students to view while voting. The photo must be emailed to sga@findlay.edu by the below deadline.

Failure to complete one, or both requirements for submission by the below deadline will result in disqualification for candidacy for the upcoming term.

Petitions are due by Wednesday, April 1st, 2020 by 5:00 PM to the sga@findlay.edu.



The University of Findlay
Student Government Association

TREASURER APPLICATION

I, _____, wish to run for the elected office of Treasurer, serving the Student Government Association and University of Findlay student body for the term of the 2020 – 2021 academic year.

I have reviewed duties and expectations which are listed in the Student Government Association Constitution and Bylaws, and commit to fulfilling all requirements to the best of my ability for the entirety of the term for which I am running.

I have read and understand all requirements for my candidacy according to the Student Government Association Constitution and Bylaws and, to the best of my knowledge, meet all requirements.

I will provide both 1) a 100 word or less paragraph about myself and 2) a 100 word or less answer to the following question: What would you like to change about campus? Both will be emailed to sga@findlay.edu no later than the deadline which was provided to me.

I have served a minimum of two semesters on the Student Senate (Yes or No): _____
(Applicants with a “No” answer may be eligible for the position if there are no applicants with two semesters of experience.)

I understand that failure to complete all requirements for submission may result in disqualification of my candidacy in the upcoming election.

Name: _____ University Email: _____

Signature: _____ Date: _____