



## Spring 2020 Executive Election

Position Description: Vice President - Finance

Position: **Vice President - Finance**

Time Commitment: **High**

Term in Office: **May 1<sup>st</sup>, 2020 to April 30<sup>th</sup>, 2021**

### Role & Responsibilities

- Responsible for managing the Organization's finances, maintaining accurate records of expenses made and funding received.
- Responsible for all purchasing made by or on behalf of the Organization
- Act as the primary cardholder for the Organization's bank account
- Responsible for reimbursing authorized purchases made by Members of the Executive
- Primary contact within the Organization for sponsorships, donations, or grants from businesses or organizations
- Primary contact within the Organization for financial institutions.
- Responsible for overseeing and managing any Directorships under the Finance portfolio

### Further Information

Nominations, inquiries, and electoral complaints can be sent to the Chief Electoral Officer via email at: [elections@cufirst.ca](mailto:elections@cufirst.ca)



Carleton University *FIRST* Robotics Alumni & Mentoring Association

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