

**APPLICATION and RESUME**

**FOR**

**VICE PRESIDENT OF FINANCE**

**JOB DESCRIPTION and QUALIFICATIONS**

**Wages:** 8.15/hour

**Hours per week:** 15

**Key Responsibilities:**

1. Serve as the chief financial officer and treasurer of SGA.
2. Serve as a student representative on the College Council.
3. Serve as a member of the Student Body President’s Cabinet and Student Senate. Attendance is mandatory.
4. Oversee the dispersal of SGA Student Activities Fee according to the semester budgets submitted to you and approved by the Student Senate.
5. Lead a workshop for the organization treasurers at the beginning of the fall and spring semesters to inform them of SGA budgeting and financial policies and procedures.
6. Continue to communicate SGA financial information to organization treasurers throughout the year.
7. Maintain an accurate system of bookkeeping for all general SGA accounts.
8. Serve as co-chair of the SGA Finance and Organizations Committee; develop agendas and conduct committee business.
9. Prepare an end-of-year report in the spring for the new Vice President of Finance and the outgoing Student Body President.
10. Attend leadership training and development sessions such as the Leadership Retreat (see Appendix C).
11. Serve as a member of the SGA Grant Committee, as described in Appendix D.
12. Ensure that the capital purchases approved by the Student Senate in the mid-fall are made over the summer as the budget allows.

\*See Section 4.1.5 of the Governance Manual for a complete list of responsibilities of the Vice President of Finance position.

**Candidate Qualifications:**

* NOT be on academic, chapel, or disciplinary probation the semester before or semesters during term in office.
* Be in at least second semester at Messiah College.
* Intend to hold office for both fall and spring semesters of the 2017-18 academic year.

**APPLICATION PROCEDURES for 2017**

* Below is the application to run for **VICE President OF FINANCE**. Please answer all questions in neat, legible handwriting or electronic type.
* In accordance with Section 5 of the SGA Governance Manual, the following timeline and procedures are to be followed for Student Body President’s Cabinet elections and nominations:
	+ APPLICATIONS/RESUMES DUE: **February 22, 2017**; please submit electronic materials to SGA@messiah.edu and print materials to Suite 3050/Larsen 202.
	+ Candidates for all other Cabinet positions will be notified of the names for President-elect and Vice President-elect within 24-hours polls closing **March 9 at 9PM.**
	+ The President-, Vice President-elect and the Cabinet Nominations Panel will receive all applications for Chair of the Student Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Vice President of Communication within 48-hours of polls closing.
	+ Interviews for the Chair of the Student Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Vice President of Communication candidates will take place with the Student Body President, President-elect, Vice President-elect, current office holder, and SGA Advisor and will be held from **March 20** to **March 24**.
	+ The Cabinet Nominations Panel will make their recommendations to Student Senate for approval on **April 6, 2017.**

**APPLICATION and RESUME**

VICE PRESIDENT OF FINANCE, 2017-2018

*Answers to these questions will be used by SGA for advertising the campaign; however, these questions are meant to help candidates reflect on their character, calling and competencies as they apply to leadership at Messiah. Candidates may choose to submit their answers in a separate document. Please keep answers to 200 words.*

**NAME:** **Click to Enter Text**

**YEAR:** **Click to Enter Text**

**MAJOR:** **Click to Enter Text**

**What experience and qualifications do you have that are relevant to this position?**

**Click to Enter Text**

**What is your understanding of SGA’s role within Messiah College?**

**Click to Enter Text**

**What do you think is the most pressing problem facing the college and what solution do you recommend?**

**Click to Enter Text**

**Describe one situation when you had to make a “hard” decision to better serve others around you.**

**Click to Enter Text**

**Please attach your resume to this application.**