



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION – THE FINANCE CHAIR

- Section 5 The Finance Chair shall:
- A. Coordinate and Chair the A.S. Finance Committee and A.S. Budget Committee meetings.
 - B. Recruit the A.S. Budget Committee in conjunction with the A.S. Controller. It is the duty of this committee to consider the best interest of A.S. in all financial decisions and to allocate funds consistently, based on the A.S. Budget Committee By-Laws.
 - C. Submit Fall and Spring semester budgets, as determined by A.S. Finance Committee, to Senate for approval during first Senate meeting of each semester.
 - D. Review financial expenditures of the Torero Program Board and Centers funded by A.S. These expense reports are prepared monthly for review.
 - E. Process expenditures/transactions of the funds allocated to A.S. Governance and clubs/organizations by the A.S. Finance Committee and the A.S. Budget Committee. The process includes completion of procurement processes and appropriate record keeping practices. Transactions include, but are not limited to: check requests, purchase orders, petty cash dispersal and collection, and inter-campus charges.
 - F. Oversee and maintain appropriate stewardship of A.S. funds between A.S. Governance, Torero Program Board, and A.S. Budget Committee.
 - G. Provide accessible information and support to students to inform the masses about the financing process.
 - H. Collaborate with the A.S. Controller to review the spending of A.S. funds. Make sure that both are fulfilling the duties outlined in the A.S. Constitution, A.S. By-Laws, and A.S. Job Descriptions.
 - I. Recruit, interview, and appoint positions on A.S. with other members of the executive board.



*Bylaws of the Associated Students of the University of San Diego
Approved in Session of the Associated Students Senate, 3 May 2018*



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- J. Collaborate with A.S. Controller, A.S. Activities and Budget Coordinator, and the A.S. Governance to accomplish responsibilities and objectives throughout academic year.
- K. Train and transition newly-appointed Finance Chair in the Spring semester.
- L. Foster and promote inclusivity in programming and/or services.
- M. Attend both Spring and Winter A.S. retreats.



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