



KSG Finance Council A-Section

Kettering University ■ 1700 University ■ Flint, MI 48504

Application for KSG Finance Council-A Summer 2012 – Winter 2013

Applications are due 7th monday by 5 pm. Turn in to Kaitlyn Ibbotson at the Student Activities Office (3rd Floor CC) or email to kibbotso@kettering.edu

Name:

Expected graduation date:

Email address:

Phone number:

Please indicate the position(s) you are interested in:

Secretary-Takes and publishes meeting minutes, keeps attendance records, organizes and sends emails as needed

Assistant Treasurer - Holds meetings when treasurer is unable to attend, sends general notifications to club presidents, assists treasurer in decision making, organization and budgeting as needed.

Activities Assets Manager (2) – maintains club term budgets and line items, approves funds requests and cash advances

Administrative/Communication Assets Manager- maintains club term budgets and line items, approves funds requests and cash advances

Capital Funds Manager- keeps record of any capital requests made and approved, notifies clubs of capital approval, maintains record of capital budget.

Please answer the following questions:

1. Describe what responsibilities you will have in the position to the best of your ability.

2. What makes you a good candidate for the position?

3. What skills do you have that will help you be successful with the position?

4. Why do you want to be a part of Finance Council?