



Student Government Association Director of Finance Position Description

I. Director Overview

A Director of the Student Government Association (SGA) have established themselves as organized and is seeking this opportunity to further their potential and gain critical experience. Every SGA Election there is student leaders appointed to vital leadership roles within our organization. As Director you will provide your experiences to add to a tight, well organized governance working with: students, the Greek community, campus departments, the city of Saint Joseph, and other Western community members.

II. Function

As an executive member you will work closely with the SGA President, Senators, Executive Board members and upper level University administration in the ½ million dollar budget process. As Director of Finance you will be chair of the Financial Oversight Committee (F.O.C). You will lead F.O.C in writing legislation leading for the approval of student organizations funding requests. An educational background in Finance, Economics, or Accounting will aid your leadership as Director of Finance.

III. Duties and Responsibilities

- a. Serve as chair of the Financial Oversight Committee (F.O.C)
- b. Keep an up-to-date total on all line items of the SGA Budget
- c. Serve as a member and attend all meetings of the SGA Executive Board.
- d. Meet with Accounting Services at least once a semester.
- e. Continue to develop Bylaws under the Funding Act.
- f. Other duties as assigned by the SGA President

IV. Terms and Conditions

A. Compensation

A scholarship of ½ tuition will be applied to your full-time student account paid in three disbursements. You also have the ability for your Directors position to apply as internship/applied learning credit within your department.

B. Events

WAC, RC, Student Senate, collectively SGA, plan many events. It is great to have as much support from the Executive Board as possible. Your participation is not required but greatly appreciated and some events maybe mandatory.

C. Absences & Tardiness

Life happens, just please advise SGA Vice-President or President about your situation. We will work with you as they happen.

D. Conduct

As an executive member of the Student Government Association we are expected to lead by example. Please conduct yourself in a professional manner while at SGA meetings.
