

Treasurer Application

Constitutional Duties

1. Keep and maintain all WSA financial records.
2. Prepare a report of current balances in all WSA accounts and any recent expenditures for presentation upon request.
3. Oversee the payment of WSA bills.
4. Propose, in cooperation with the WSA President, an annual operational budget, subject to approval of the Student Senate. The term of one budgetary year shall run from two weeks following a presidential inauguration to two weeks following the next presidential inauguration.
5. Compile all WSA financial records when requested for audit.
6. Prepare an end-of-semester report of account of balances to be presented at the first Senate meeting of the following semester.

What would be expected of me before the end of the semester?

- Work extensively with current treasurer to be acclimated with GLOW, payment submissions, and typical budget allocation
- Learn how the vouchers/intras are submitted to SALP
- Contact each cabinet predecessor to determine if there are any remaining debts
- Begin work on next fiscal budget with the President & Vice President
- Develop budgetary procedures for the cabinet. Draft your expectations of cabinet members
- Provide each cabinet member with a proposed budget for their position/committee
- Begin to organize and file past financial documents

Expected Commitments-

- Do your absolute best to attend all sessions of the Senate and weekly cabinet meetings
- Be early to the WSA Senate (15-20 min early to greet senators & guests)
- Wear cabinet polo and name tag to each session of the Senate
- On occasion, post on your on-line positional blog
- Make sure budget is completely transparent and provide monthly reports to the cabinet and senate
- Regularly check GLOW and keep a running budget
- Make an effort to attend 1 random RSO per week
- Maintain at least two office hours per week in Faunce
- Check email at least once every 24 hours during the school year
- Check email at least once per week during the summer and breaks
- Attend the Summer Cabinet Retreat
- Make a positional presentation at the retreat with your goals and expectations of the cabinet
- Do your best to attend WSA funded events
- Meet once per month for a 1-on-1 with Danielle and Andrew
- Have fun! And be willing to give everything your best!
- The anticipated overall commitment per week will be approximately 7 hours

Application Form

Name: -----
Preferred email: -----
Cell phone: -----

Are you currently on Facebook? Y or N
Do you have an AIM screen name? Y or N
If so, what is it? -----

Current address:

GPA: -----

Major/Minor: -----

From Sunday April 3rd to Tuesday April 8th, please indicate all the times you would be available for an appointment:

Years of experience in the WSA: -----

Current organizations you are affiliated with: -----

***If you are selected, you will be notified via email and phone by **Midnight on Tuesday April 8th**! If you are selected, we will attempt to have you confirmed by the Senate on Wednesday April 9th.

Checklist to apply

1) Briefly answer the following questions by Wednesday April 2nd and send to danielle.harik@wmich.edu:

- What past experiences do you feel have best prepared you for a role of this nature?
- What would be some major goals you have for the organization and the position?
- What would you consider your three major strengths & weaknesses to be?
- What sorts of commitments do you have planned for the 2008-2009 academic year?
- What is your leadership philosophy?

2) Attach an updated resume

3) Set up an appointment with Danielle and Andrew for sometime between Thursday April 3rd and Tuesday April 8th.

4) Prepare a brief presentation of plans you would hope to implement, if selected.

Feel free to email at danielle.harik@wmich.edu or call at 269-358-2006.

Thanks for your consideration!