



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Club Finance Coordinator</b>
<b>Supervisor:</b>	Vice President Governance & Finance
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-8 hours per week average
<b>Term:</b>	June 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

The Club Finance Coordinator oversees the financial administration of USC clubs, ensuring compliance with the Club Policy, and acts as a resource to club presidents and vice-presidents. In this role you will perform club financial audits, work closely with the USC Finance department and its associated policies, and exam the broader club finance system to ensure optimization.

### **DUTIES AND RESPONSIBILITIES:**

- Assist the AVP Clubs with the daily administrative tasks involved with managing the clubs system.
- Chair the Club Finance Committee and execute all responsibilities of the chair as outlined in the relevant Terms of Reference. Review and allocate auditing duties amongst members of the Committee, ensuring the most up to-date procedures are being followed.
- Assist with the recruitment and selection of the at-large members of the Club Finance Committee.
- Collaborate with the AVP Finance, Vice President Governance & Finance, USC Finance Department, and others to generate recommendations to improve the club finance system.
- Work closely with the AVP Clubs and maintain a working relationship with the AVP Finance.
- Assist clubs with preparing financial statements, and seek, when deemed necessary, the assistance of the Vice President Governance & Finance or designates in preparing such statements.
- Enforce the USC Finance Departmental policies and the USC Clubs Finance Policies. Work with both the USC Finance department and the USC Compliance department to review reimbursements.
- Be a non-voting member of the Clubs Governance Committee.
- Act as a subject matter expert for both the USC and for clubs on all aspects of club finance, including fees, budgeting, and grants.
- Schedule fixed weekly office hours in order to maintain a consistent availability to students.

- Adhere to USC bylaws, policies and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
  - i. Include any recommendations as to the appropriate financial direction of all Clubs within the Western community and/or any improvements to USC policies.
  - ii. Include a list of audited clubs for the fiscal year which can be passed along to the Coordinator's successor as to prevent consecutive auditing of clubs. The Coordinator can specify the duty to improve the financial management of any clubs deemed financially irresponsible and below standard.

## **QUALIFICATIONS:**

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.
- The Club Finance Coordinator cannot be an Executive member of a USC ratified club during their term as Coordinator.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Club Finance Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Club Finance Coordinator will act as project manager for all the projects incumbent upon the Clubs Portfolio to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Club Finance Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In chairing the Club Finance Committee, the Club Finance Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among members. Fosters team culture that supports consensus building and the development of its members.

- Financial Literacy: The Club Finance Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience. It is preferred, but not necessary for the Club Finance Coordinator to have experience in finance within the club system.

## **TRAINING:**

- The Club Finance Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Governance & Finance and USC Human Resources Department.
- The Club Finance Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.