

## Financial Review Committee Application

Thank you for applying to the Financial Review Committee (FRC). Please read through the following introduction and answer all questions. Submit the application by email to the listed address along with your résumé. Applications are due: **October 10<sup>th</sup>, 2014.**

If you have any questions, please contact **Abbira Vijay** (clubfinance@westernusc.ca).

### Responsibilities and Terms of Reference

The FRC is responsible for monitoring club and accredited group spending. Additionally, the FRC ensures that each club and group is spending according to its mandate and is maintaining accurate financial records.

The Financial Review Committee shall:

1. Participate in an annual training session coordinated by the Clubs Finance Coordinator.
2. Annually audit all clubs to ensure that each group is keeping accurate financial records, and that each group is spending according to its mandate.
3. Review the initial budget submissions of each club.

### Committee Structure

The FRC will be comprised of 20 members, excluding the Clubs Finance Coordinator, and USC VP Finance. These members will be responsible for club audits and financial planning review. They will be reviewing budgets, accounts, and club spending. This group will be required to attend bi-weekly meetings and will be focusing on auditing and financial assessment.

### Application

Name:

Faculty:

Year:

Program:

1. Why do you want to be a part of the Financial Review Committee?
2. Have you had any past involvement with the University Students Council?
3. What past experiences will make you a constructive member of the FRC team?