

Treasurer

Summary of position

Provides oversight and management of budget and finance related projects. The Treasurer shall be responsible for the GSA finances and oversees preparation and execution of the budget, including the disbursement of funds according to Council decisions.

Stipend

\$1500 per quarter for three quarters, \$500 for summer quarter (reduced workload)

Email

gsatreas@ucsc.edu

Workload (per quarter)

Attend GSA Council meetings: 4 meetings (6-8 hours)

Attend E-Board meetings: 4 meetings (6-8 hours)

Paperwork and financial management: 15 hours

Email and Communications: 15 hours

Serve as grad rep on Student Fee Advisory Committee: 10 meetings (~20 hours in addition to standard workload) - *can be delegated, receives additional stipend*

Approximate workload total: 46 hours/quarter (~4 hours per week)

Responsibilities

- Attend transition meeting (spring of previous year) and E-board retreat (summer/beginning of fall)
- Propose and get Council approval on annual budget including Board and Rep pay
- Assist Chair in coordinating food order, delivery and handle payment for all GSA meetings
- Create and process purchase orders, reimbursements, travel/research awards, stipends (department and committee reps, E-board), and other council approved funding in a timely fashion
 - Requires ensuring funding recipients complete necessary paperwork and communicating when they are missing anything
 - Organize documents to consolidate stipend pay out, payee information
 - Work with event host to place orders and requests in needed time frame according to Campus Major Events Policy and PO turnover times

- Communicate with external groups receiving funding to supply funds in timely manner
 - Communicate and work with Grad Div and FAR regarding financial affairs
- Organize and host annual tax seminar
- Assist with grant writing and project budgeting
- Attend GSA meetings, e-board meetings, and annual power and privilege training
- Participate in trainings required/recommended by Cruzbuy and Financial Accounting and Reporting (FAR)
- Serve as a graduate representative on the Student Fee Advisory Committee (SFAC) in a two-year appointment (can be delegated), receives additional stipend