

The duties of the VP Finance shall be:

- a. To care for the TGSA bank account debit card and cheques;
- b. To keep all accounting books in accordance with the budget ratified by the Voting Body at the Fall General Meeting and maintaining a separate TGSA Levy Fee Budget and TGSA Student Support Fee Budget;
- c. To reconcile all TGSA bank accounts on a monthly basis recording all revenues and expenses accordingly;
- d. To receive all moneys due to the TGSA, including dues collected from graduate student by the SGS, and other sources such as donors;
- e. To ensure the insurance policy is current and in effect;
- f. To chair the TGSA Finance Committee;
- g. To present the proposed budget to the General Membership for ratification at the Fall General Meeting and answering any questions the membership may have about this budget; and if the budget is not ratified at the Fall General Meeting, to make amendments to the proposed budget and re-present the budget for ratification at a Special General Meeting before the end of the Fall Semester;
- h. To present all other budgets as necessary at the Fall and Spring General Meetings;
- i. To provide the details of the ratified budget to the VP Communications for advertisement on the website, social media, and through an email to the Grad Listserv to the General Membership seven (7) business days after ratification;
- j. To submit a fiscal year-end report to SGS at the end of April as per the University-TGSA Support Agreement before the end of their tenure;
- k. To be responsible for compiling and submitting an Annual Summary to Corporations Canada in the Winter Term;
- l. To ensure an Auditor examines the accounting records and the financial statements of the TGSA in the Fall semester and to ensure the auditor reports are presented to the Board and the General Membership at the Fall General Meeting for approval at both;
- m. To receive all applications for the Conference Bursary, Emergency Bursary, and Conference and Group Support Bursary, categorize the applications that are eligible to receive monies, and present the total monies to be spent of the Conference Bursary and Group Support Bursary at the next Board meeting for approval and to

present the Emergency Bursary for approval by the Executive at the next Executive Meeting;

- n. To make a record of the individual amounts paid out in Conference Bursary, Emergency Bursary, and Group Support Bursary free of any personal and private information to be publically released to the General Membership at the end of the Academic Year;
- o. To present a categorized, updated budget breakdown to The Executive or The Board as necessary upon request by The Executive or The Board;
- p. To sit on the Academic Planning and Budget Committee.