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| Title of Position | Treasurer |
| Portfolio | Internal Portfolio |
| Service | CUS Elections Committee |
| Summary | The Treasurer is responsible for the financial operations of the CUS Elections Committee, this includes managing the committee's budget and handling all reimbursements for candidates during the elections period. |
| Time Commitment | Peak Times (Sept - Oct & Jan – Feb): 5-10 hours per week School Year: 2 hours per week |
| Term of Employment | January - May 2016 |
| Main Responsibilities | <ul style="list-style-type: none"> • Overlook and maintain budget • Handle all reimbursements • Maintain an up to date knowledge of CUS elections • Attend meetings and important elections events • Tend to the promotion booth and polling station booth |
| Qualifications | <ul style="list-style-type: none"> • Strong accounting and bookkeeping skills • Attention to detail • Effective communication skills • Strong organizational and problems solving skills • Ability to work independently and as a team • Proactive at handling financial operations |
| Application Process | <p>Submit a single PDF document with following information to the Elections Chair at James.Tugman@cus.ca.</p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A cover letter describing: <ul style="list-style-type: none"> - Why do you want to be involved in the CUS? - Why do you think you would be an excellent candidate for the position? <p>Please contact the Elections Chair if you have any additional questions or concerns.</p> |