



## TREASURER

The Treasurer is a student advocate who represents as the Chief Financial Officer for the student body and is in charge of student financial activities of the college. Treasurer is the member of Council for Education, Transformation and Advocacy (CETA). The Treasurer is the position that is elected through general student election. Treasurer is expected to maintain record tracking of every income and expenses made by the student body.

### 1. QUALIFICATIONS:

- 1.1. All the first-year students with preferrable prior leadership experience in previous schools
- 1.2. Possess good academic record and no disciplinary standing in the college
- 1.3. Possess in-depth knowledge of the college and its resources
- 1.4. Communicates effectively both verbally and in writing
- 1.5. Basic computer and accounting skills
- 1.6. Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- 1.7. Function effectively in a team environment and collaboration skills
- 1.8. Have the ability to prioritize multiple tasks and responsibilities

### 2. RESPONSIBILITIES

- 2.1. Coordinate the preparation of the annual budgeting
- 2.2. Present the proposed budget to student executive board for the adoption
- 2.3. Maintain timely financial records of the student body activities
- 2.4. Prepare financial reports at the end of every semester and report to student executive board for the endorsement
- 2.5. Coordinate fund raising projects for the student body
- 2.6. Sign and/or verifies all the purchase orders and note sheet of student body before routing through Dean of Student Affairs
- 2.7. Audit clubs' expenses in conjunction with College Integrity Club
- 2.8. Permanent member to club audit meeting
- 2.9. Assist Chief Councilor, Deputy Chief Councilors and officiate Secretary wherever deemed necessary

