

The Bethune College Council Constitution states that the Vice-President Finance shall:

- a. Be hired after the General Elections of each year, the final day for applications being the final day of General Elections;
- b. Be a member of the Executive Committee, Orientation Committee and the Finance Committee;
- c. Be responsible for all of the financial matters of the BCC;
- d. Ensure that the completed audit is completed by August and that the Interim Audit is completed by the end of January.

Specific responsibilities for the VP Finance found in the Bethune By-laws

- a. Be available on a weekly basis at regular office hours during the Summer Semester for training and duties;
- b. Be responsible for the accounting of all receipts and disbursements for the BCC. they shall dispense funds of the BCC, under the direction of the BCC, and shall be one of at least two co-signers for BCC accounts. They shall be accountable to the BCC for all transactions carried out by them in their role of Vice-President Finance;
- c. Have the authority to examine the books, records and assets of all clubs and organizations operating under the auspices of the BCC at any time; if the need arises they may freeze their accounts or allocation, with the approval of the President, and shall so report to the BCC at its next meeting;
- d. Have the authority to sign any contracts documents on behalf of the BCC that do not involve any amount in excess of \$1,500, without requiring immediate or prior BCC ratification; all such acts shall be reported on at the subsequent meeting of the BCC;
- e. Present BCC with a budget at the start of each semester with money spent and allocated; present monthly financial statements and projections to Council;
- f. Oversee the creation and adherence to ticket sale procedures, internal controls, reconciliation of finances and deposits of cash on an event-to-event basis;
- g. Consult with the Finance Committee and Council concerning any accounts payable which do not pertain to a specific budget

- h. Ensure with the President that the following criteria are met and reconciled with SC&LD such that Council can complete its annual audit, and receive funding:
 - I. One (1) copy of the completed audit which should be completed by August,
 - II. One (1) copy of the campus publication in which the audit must be published, and
 - III. One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;
- i. Ensure that the Interim Audit is completed by end of January;
- j. In addition, at the end of the fiscal year, accounts that the Vice-President Finance administers shall be audited by an accredited Chartered Accountant, appointed by the BCC, with the results being made available for inspection by the BCC and the College Community;
- k. Monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) as they arise;
- l. Advise the BCC on financial matters and shall give due warning to the BCC of any financial difficulties or opportunities they may perceive with respect to the BCC's affairs. Failure to so warn the BCC is one ground for impeachment (refer to Article XI (2) (e));
- m. The term of office for the Vice-President Finance shall end on the last day of May; see also III (3) (f) and XI (2) (e); then, in the period between hiring the new Vice- President Finance and the end of term of the current Vice-President Finance, the current Vice-President Finance shall engage in full training activities for the incumbent reporting to the BCC frequently on the status of training;
- n. Report directly to the BCC on the status of any projects they are overseeing.