

Castleton University
Student Government Association

Position: *Treasurer*

Constitutional Duties:

1. To be the financial officer of the Student Government Association (SGA) and administer the financial affairs of recognized student organizations.
2. Shall oversee income and expenses of all organizations of the SGA.
 - a) Weekly submission of expense vouchers by working with Program Advisor
 - b) Come in and meet with Program Advisor about weekly requests
 - c) Monthly reconciliation with Business and SGA accounts.
3. Chair the Finance Board.
4. Submit an update finance budget at every regularly scheduled SGA meeting.

Additional Duties:

1. Expend SGA Operating Budget with the approval of the Program Advisor as allowed by SGA Financial Policies.
2. Shall nominate members of the Finance Board with collaborative effort of the SGA Congress.
3. Shall hold annual budget meeting with the Club Treasures and Presidents.
4. Recommend policies and/or implement procedures governing SGA finances.
5. Work closely with the Program Advisor regarding SGA finances.
6. Maintain a minimum of five (5) office hours per week.
7. Attend all regularly scheduled and special Congress meetings, SGA Full Session meetings, Finance Board meetings, and student/ Community forums.
8. Attend SGA orientation/leadership training event each semester.
9. Be aware of current issues and student opinion regarding Castleton.
10. Other mutually agreed upon assignments and responsibilities

Duties and Powers of Elected Officers:

1. Shall create committees with Student Congress approval to aid SGA.
2. Shall enforce all statutes of the Congressional Branch.
3. Shall submit an updated budget twice a month to the Student Congress at each regularly scheduled Student Congress meeting.

Qualifications:

1. A matriculated student at Castleton registered for eight (8) or more credits.
2. In good academic standing (30 credits or less, 1.75 GPA; 31 credits and above, 2.00 GPA)
3. Have completed at least 27 academic credit hours at time of candidacy.

4. Have completed at least one semester as a full-time student at this campus.

Term of Office:

This is an elected position. The term of office runs from the day after Commencement until the Commencement of the following year.