

Position Title: VP Finance

Member of: FDS UBC exec

Works with: Executive team, liaisons, and members

Key Responsibilities of VP Finance:

- Manage FDS UBC budget- coaches, events, team fees etc.
- Must attend AMS Treasurer orientation
- In charge of maintaining a record of all transactions
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Key Responsibilities as an Executive Member:

- Attending and contributing to weekly executive meetings (date and time to be set based on availability)
- Involvement in exec activities, and meetings
- Help babysit a minimum of one activity/lesson per week
- Participate in the organization of events, workshops, etc.
- Embodiment and example of FDS spirit for the whole club to feed off of!
- Marketing of FDS to students (especially during recruitment)

Term of Service:

- May 2009 – March 2010

Qualifications:

- Very organized and hard working
- Teamwork and dedication to the club
- Project management skills an asset

Need more info?

- Contact President, Jessica Lam (ubcformation@gmail.com or 604-836-8021)
- Club information at <http://ubcformation.weebly.com>

Application Due (by e-mail):

- Saturday April 4th 11:59 pm