



GRADUATE LEADERSHIP COUNCIL

AMERICAN UNIVERSITY • WASHINGTON, DC

Title: Vice President of Finance

Hours Per Week: 8

Support Payment: Yes

Length of Term: Fall and Spring Semester 2023-2024 Academic Calendar

Position Overview:

The Director of Finance shall serve as the comptroller overseeing all debits, credits, revenues to the council, and compliance with financial policies.

Responsibilities

- I. Work with the President and the other members of the council to allocate initial funding to the individual councils via the budget process described in the governing documents
- II. Keep financial records of all income and expenditures in a method that is in accordance with American University's financial guidelines and generally accepted accounting practices
- III. Apportion and freeze funds to the Graduate Student Councils in coordination with the Student Activities office
- IV. Preside as Chair of the Travel Grants Committee, and work with the Director of Communications to lead the travel grant process
- V. Communicate the Student Activities Office spending request deadlines to the council
- VI. Serve as the official graduate representative to the following boards, committees, and offices:
 - Office of Vice President of Finance
 - University Budget Committee
 - Board of Trustees Finance Committee
 - Student Library Endowment
- VII. Submit a financial report to the outgoing and incoming council and the Office of Student Activities at the end of the year

Expectations

- I. Attend all "official" Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and the Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position