Treasurer

ASG Treasurer:

• Shall advise the ASG President and ASG on all budgetary matters.

• Shall oversee the enforcement of all ASG policies and procedures concerning expenditures of ASG Monies.

• Shall have one vote per issue on the ASG.

• Shall prepare a budget in compliance with the Financial Code and act as the controller of Associated Students funds.

• Shall chair the Budget Committee.

• Shall sign all requisitions for funds.

• Shall have the authority to review expenditures and begin SJRB proceedings for misuse of student funds.

• Shall report the Associated Students financial status to the Board of Directors at least once a month in writing.

• Shall have completed, at a minimum, one or more semesters of accounting courses with a grade of at least a C or better.

• Shall work with the Financial Clerk to oversee and monitor all ASG spending and auditing all accounts at month end.

• Shall act as the liaison between the Associated Students and the Financial Clerk.

• Will work with Student Affairs administrators to audit and report office hours, attendance and meeting attendance due at the end of each week and reported to the ASG President. Will provide President with a monthly attendance report to all Board of Directors, and the Secretary.

• Shall log in and maintain not less than five office hours per week

• Shall give a written report at Board of Directors meeting of progress of ASG projects, committees, department in which the officer is assigned.

Clause 2

The Treasurer shall receive a stipend of $125.00 per month while in office, not to exceed $1500.00 annually.