

Arts and Science Undergraduate Society of Queen's University

Vice-President Operations/CFO Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
Date of last revision:	28-11-2023

Table of Contents

PART 1: JOB DESCRIPTION AND RESPONSIBILITIES	3
SECTION 1 EXECUTIVE JOB DESCRIPTION	3
SECTION 2 RESPONSIBILITIES	4
SECTION 3 SUMMER EXECUTIVE	6
SECTION 4 TRANSITION	8
PART 2: VICE PRESIDENT OPERATIONS/CFO OFFICE MEMBERS	9
SECTION 1 ASUS ACCOUNTING CO-DIRECTORS	9
SECTION 2 ASUS STORE MANAGER	11
SECTION 3 ASUS CORE RECEPTIONIST	12
SECTION 4 ASUS SPONSORSHIP DIRECTOR	14

PART 1: JOB DESCRIPTION AND RESPONSIBILITIES

SECTION 1 | EXECUTIVE JOB DESCRIPTION

1.01.01

General

The Executive shall strive to provide leadership and guidance for the Society. They shall endeavor to adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the assembly. The Executive is responsible to the Assembly and thereby the students in the faculty of Arts and Science. No Executive member may hold a paid summer position at ASUS other than the summer Executive position. Please refer to section 2.02 of the ASUS Constitution for a more detailed description of the responsibilities of the Executive.

SECTION 2 | RESPONSIBILITIES

1.02.01

Joint Responsibilities

The responsibilities of the Executive team shall include but shall not be limited by the following:

- i) ensuring the smooth running of the Society;
- ii) supervising all activities of the Society and being a non-voting member on any of its committees, except when selected as a member of a committee;
- iii) being voting members of ASUS Assembly;
- iv) being voting members of the Faculty Board of Arts and Science;
- v) being voting members of the Faculty Board Curriculum sub-committee;
- vi) interviewing for and selecting a Council;
- vii) supervising and directing members of Council;
- viii) supervising the interviewing and selection of committee chairs;

- ix) presenting to ASUS Assembly, in the first Assembly meeting in October, a general statement outlining their objectives for the upcoming year, and providing an indication of the proposed means of achieving them;
- x) periodically evaluating the performance of all active members of the Society;
- xi) periodically evaluating the progress towards attaining the goals laid out in the Executive's strategic plan for the year;
- xii) meeting with the Dean on a monthly basis;
- xiii) being voting members of AMS Assembly;
- xiv) writing a statement regarding a particular occurrence affecting the perception, reputation, and/or well-being of the society;
- xv) The ASUS Executive is responsible for ensuring that policies developed within the society are developed with a thorough consultation process including all relevant stakeholders.

1.02.03

Vice-President Operations/CFO Responsibilities

In addition to the joint responsibilities listed above, each member of the Executive team has individual responsibilities for which they are accountable. The duties of the Vice-President Operations/CFO shall include, but not be limited to:

- i) To set, plan, and pursue the long-term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a. ASUS Permanent Staff;
 - b. Services Commissioner;
 - c. ASUS Store Manager;
 - d. Accounting Clerk;
 - e. Sponsorship Director;
 - f. ASUS Receptionists.
- iii) To update and maintain policy relevant to the Operations portfolio;

- iv) To sit on, report to, and participate at ASUS Assembly, and serve on ASUS Assembly Committees as required;
- v) To consult with AMS General Manager, Campus Affairs Commissioner, and any necessary external actors on issues of insurance and liability;
- vi) To ensure that the ASUS House is maintained, reporting any maintenance issues to PPS, and ensuring that it is a comfortable accessible, and safe working environment;
- vii) To correspond with operational external accounts (including Queen's University, Culligan, Bullfrog Power, and the Alma Mater Society);
- viii) To attend events and trainings of direct reports and other groups of the Society;
- ix) To oversee the operations of the ASUS Store, in collaboration with the ASUS Store manager;
- x) To be responsible for the administration and oversight of the financial affairs of the Society in collaboration with the Society's Permanent Staff and Accounts Clerk, including:
 - a. Payroll;
 - b. Invoicing;
 - c. External Accounts;
 - d. The preparation, maintenance, and oversight of a fiscally responsible yearly budget;
 - e. Ensuring monthly maintenance and budget updates of the Society in collaboration with Executive, Council, and Assembly members.
- xi) To act as the Chair of the ASUS Board of Finance and Budget Review Committees;
- xii) To arrange that each year the Society's financial books be inspected by a Chartered Accountant who shall prepare a Financial Review based on those records;
- xiii) To work with the Permanent Staff in ensuring the viability and sustainability of the Society's investments, and the proper maintenance of the Society's funds in its banks;
- xiv) To oversee the cheque requisition system, including the reimbursement issuing system;
- xv) Oversight of expense tracking systems, in collaboration with the Executive and ASUS Council.

- xvi) To oversee external sponsorship across the Society, in collaboration with the ASUS Sponsorship team;
- xvii) To act as a Financial Advisor to the Head Gael, ASUS Camps Business Director, ASUS Executive, ASUS Council, and any personnel of the Society;
- xviii) To manage the ASUS General Operating Budget, and act as a support in creating, managing, or tracking Society budgets to all members of ASUS;

1.02.04

The Vice President Operations shall be financially compensated in accordance with Human Resource Policy (HRP) Salary Grid 10.03.01 and Honoraria grid 9.05.02.

SECTION 3 | SUMMER EXECUTIVE

1.03.01

All members of the ASUS Executive are required to fulfill their roles in a full-time capacity (35 office hrs/wk) over the summer months. The summer months commence the first full week in May and run until the last full week in August.

1.03.02

All members of the ASUS Executive are entitled to two weeks' vacation. Vacation time can be taken at any point during the summer, however both members of the Executive cannot take their vacation at the same time.

1.03.03

Only if justified and passed by Assembly may one member of the Executive renounce their summer responsibilities. In this case, the member of the Executive who renounces their responsibilities will not receive their summer salary. Additionally, Assembly must be provided with a written plan to document how the Executive will accommodate for this absence to ensure the Society does not suffer as a result.

1.03.04

Reporting responsibilities shall include:

- i) A brief monthly update should be emailed to all members of Assembly no later than the first week of the months of June, July, and August.
- ii) These updates are intended to keep the Executive's summer activities transparent and accountable and should highlight progress made on Executive's activities, Orientation Week, and ASUS Camps.

- iii) An end of summer report should be emailed to all members of the Society no later than the final week of August
- iv) The end of summer report should outline the progress which has been made over the summer, and must contain updates on the Executive's activities, Orientation Week, ASUS Camps, and the seven Commissions and Offices;
- v) Final updates outlining all of the work done throughout the summer shall be included in the reports of the President and Vice-President at the first Assembly in September. This report is intended to keep the Executive's summer activities transparent and accountable.

1.03.05

The following lists shall serve as a foundation for the summer responsibilities of the Vice-President Operations/CFO. The Executive shall not limit themselves to these responsibilities, and must actively seek out opportunities to improve the operations of the Society and the experiences of its members:

- 1) Prepare the Society's general operating budget;
- 2) Work with a chartered accounting firm to complete a financial review of the Society's preceding academic year;
- 3) Meet weekly with the Head Gael to provide financial support for the planning of Orientation week;
- 4) Meet weekly with the ASUS Camps Directors to provide financial support;
- 5) Prepare, in coordination with the other members of the Executive, the Executive's strategic plan;
- 6) Meet regularly with Council and the Human Resources Officer to provide support in the creation of their respective budget proposals;
- 7) Evaluate, in coordination with the other members of the Executive, ideas from the campaign platform and implement them accordingly.
- 8) To consult with AMS General Manager, Campus Affairs Commissioner, and any necessary external actors on issues of insurance and liability;

9) To work with the Permanent Staff in ensuring the viability and sustainability of the Society's investments, and the proper maintenance of the Society's funds in its banks;

10) To assist the Orientation team with sponsorship, in collaboration with the Sponsorship Team

SECTION 4 | TRANSITION

1.04.02

The outgoing Vice-President Operations/CFO shall ensure that the incoming Vice-President Operations/CFO has been introduced to or at least is well aware of the following people and or bodies:

- i) Dean of Arts and Science and their Executive Assistant
- ii) Dean of Student Affairs
- iii) AMS Vice-President Operations
- iv) ASUS Assembly
- v) AMS Assembly
- vi) Arts and Science Faculty Board
- vii) ASUS General Manager
- viii) Bank of Montreal Manager and Supervisor of Customer Service Relations
- ix) AMS General Manager
- x) Manager of Faculty Administration (Faculty Accounts)
- xi) Director of Queen's Apartment and Housing

1.04.03

The outgoing summer Executive shall ensure that the incoming summer Executive has been introduced to or at least is well aware of all of the aforementioned people and or bodies with the addition of and special emphasis on:

- i) Manager of Faculty Administration (Faculty Accounts)
- ii) ASUS Camps Executive and Program Directors
- iii) ASUS Camps Staff
- iv) AMS General Manager
- v) ASUS Head Gael
- vi) ASUS Orientation Chair
- vii) ASUS General Manager

PART 2: VICE PRESIDENT OPERATIONS/CFO OFFICE MEMBERS

SECTION 1 | ASUS ACCOUNTING CO-DIRECTORS

2.01.01

The ASUS Accounting Co-Directors shall jointly work with the ASUS Vice President (Operations)/CFO and General Manager to ensure the appropriate financial reporting, transaction, and health of the Society.

2..01.02

The ASUS Accounting Co-Directors shall be hired by the end of the winter semester of each academic year. A committee comprised of the incoming Vice President (Operations)/CFO, the Chair of the Advisory Board, and one (1) member of Assembly shall be responsible for hiring the ASUS Accounting Co-Directors.

2.01.03

The joint responsibilities of the ASUS Accounting Co-Directors shall include, but not be limited to:

- i. Assisting the Vice President (Operations)/CFO with their daily operations
- ii. Assisting the ASUS General Manager with their daily operations
- iii. Holding five (5) office hours. At least one (1) of these office hours shall be held during the office hours of the Vice President (Operations)/CFO.
- iv. The Accounting Co-Directors will also be a resource to members of the Society as inquiries pertain to their portfolio.

2.01.04

The responsibilities of the ASUS Accounting Co-Director (Reimbursements) shall include, but not be limited to:

- i. Handling ASUS Reimbursement Requests and Debit and Credit forms on a weekly basis. This includes, but is not limited to:
 - a. Accepting incoming reimbursement request and debit and credit forms;
 - b. Contacting the submitting individual or Commissioner/Officer with any questions of clarification pertaining to the request;
 - c. Alerting the Vice President (Operations)/CFO of any unusual or suspicious information included in the request;
 - d. Inputting expenses into QuickBooks (Accounting Software);
 - e. Initiating the reimbursement through Interac E-Transfer (via the online banking platform), cheque, or other payment method as determined by the Vice President (Operations)/CFO; and
 - f. Contacting and notifying individuals regarding reimbursement, or that their direct deposit/ Interac E-Transfer has been sent to their bank account.
- ii. Monitoring account activity and usage through QuickBooks;
- iii. Answering any queries surrounding the reimbursement system; and
- iv. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from reimbursements.

2.01.05

The responsibilities of the ASUS Accounting Co-Director (Compensation) shall include, but not be limited to:

- i. Handling ASUS honoraria and food credit distribution on a monthly basis. This includes, but is not limited to:
 - a. Accepting incoming distribution requests from the Vice President (Operations)/CFO and Human Resources Officer;
 - i. Food credits will generally be distributed in October and February of each academic year.
 - ii. Honoraria will generally be distributed in December and April of each academic year.
 - b. Inputting expenses into QuickBooks (Accounting Software);
 - c. Initiating the distribution through Interac E-Transfer (via the online banking platform), cheque, or other payment method as determined by the Vice President (Operations)/CFO; and
 - d. Contacting and notifying individuals regarding distribution, or that their direct deposit/Interac E-Transfer has been sent to their bank account.
- ii. Monitoring account activity and usage through QuickBooks;
- iii. Answering any queries surrounding the distribution of compensatory credits; and
- iv. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from compensation.

2.01.06

The responsibilities of the ASUS Accounting Co-Director (Budgeting) shall include, but not be limited to:

- i. Supporting members of the Society who engage in budgeting processes with the development of their operating budgets;
- ii. Assisting the Vice President (Operations)/CFO in maintaining the General Operating Budget live spending updates (to be made available on the website) after the projections have been approved by ASUS Assembly.
- iii. Ensuring that Commissioners and Officers, Committees, DSCs, the Orientation Committee, and the Camp Directors are spending responsibly and adhering to their original budget and strategic plan.
- iv. Notifying the Vice President (Operations)/CFO if they have concerns with any expenses made by ASUS volunteers or employees;
- v. Monitoring account activity and usage through QuickBooks;
- vi. Answering any queries surrounding the distribution of compensatory credits; and
- vii. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from compensation.

2.01.07

The ASUS Accounting Co-Directors shall hold a 12-month term from May 1st of the outgoing academic year to April 30th of the following academic year.

2.01.08

An honorarium of \$500 will be awarded to the Accounting Co-Directors should they complete all required duties. The honorarium will be paid out in two installments, one at the conclusion of the fall semester, and the second at the conclusion of the winter semester after successful completion of transitional duties.

2.01.09

The Summer responsibilities for the Accounting Co-Directors shall include, but are not limited to:

- i. Collaborating with the ASUS Vice President (Operations)/CFO to ensure that summer goals are set;
- ii. Familiarizing themselves with ASUS Financial Operations as well as the transition manual received from their predecessor; and
- iii. Assisting the Vice President (Operations)/CFO with any preparation for the Fall, especially in regards to Orientation Week.

2.01.10

The Transition responsibilities for the Accounting Co-Directors shall include, but are not limited to:

- i. Ensuring that all analytical content has been passed to relevant bodies for consumption and use, including outgoing Council, incoming Council, and the incoming and outgoing Executive. Any sharing of information will occur in accordance with ASUS Human Resources Policy; and
- ii. Preparing a detailed transition manual for the incoming ASUS Accounting Co-Directors.

SECTION 2 | ASUS STORE MANAGER

2.02.01

The ASUS Store Manager shall work with the ASUS Vice President Operations/CFO to manage the day-to-day operations of the ASUS Store.

2.02.02

The ASUS Store Manager shall be hired by the end of the winter semester of each academic year. The incoming President and Vice President Operations/CFO shall oversee the hiring process and sit on the hiring panel.

2.02.03

During the academic year, the responsibilities of the ASUS Store Manager shall include but not be limited to the following:

- i) Managing and maintaining the product request form on the ASUS website;
- ii) Adding new products on a weekly basis to the ASUS Store, in coordination with the Web Design Deputy and the ASUS Vice President;
- iii) Modifying existing products on the ASUS Store at the discretion of the ASUS committees using the ASUS Store;
- iv) Removing old products from the ASUS Store upon the conclusion of the specified sales period set out by the ASUS committees using the ASUS Store;
- v) Sending final order numbers of each product to each of the ASUS committees using the ASUS Store;
- vi) Managing the ASUS Used Textbook Exchange Service, which includes responsibilities such as;

- a. Posting textbook products on the store;
 - b. Keeping track of textbook inventory;
 - c. Submitting reimbursement requests for students whose used books have sold on the ASUS Store;
- vii) Maintaining website branding and appearance, in coordination with the Web Design Deputy and the Marketing Commissioner;
- viii) Holding five (5) office hours at the ASUS Offices. At least half of these office hours shall be held during the office hours of the Vice President.

SECTION 3 | ASUS CORE RECEPTIONIST

2.03.01

The ASUS Core Receptionists is responsible for greeting and engaging with visitors to the Core. The receptionist will answer visitor questions, and direct visitors to the appropriate ASUS people, office or offices as requested by the visitor, so long as the visitor is permitted. There shall always be exactly one receptionist working while the ASUS Core is open.

2.03.02

The ASUS Core Receptionist will be hired as a work study position at the beginning of September in accordance with Part 17 of the ASUS Constitution. This person will be employed by ASUS from September until April of each school year. The salary and hours of operation will be determined such that they can fund exactly one receptionist for every hour that the ASUS Core is open.

2.03.03

The responsibilities of the Receptionist shall include but are not limited to the following:

- i) greeting and welcoming visitors to the ASUS Offices;
- ii) helping visitors in the ASUS Offices to find or contact ASUS volunteers or employees, or other persons within the ASUS Offices;
- iii) keeping track of supplies needed (such as cleaning products, paper towels, etc.), and ensuring that these supplies are obtained;
- iv) carrying out small maintenance tasks as they arise;
- v) reminding Council members that they should always have a positive and welcoming
- vi) attitude while at work;

- vii) helping visitors in the ASUS Offices find locations within the ASUS Offices, as appropriate;
- viii) when appropriate, answering visitor questions to the best of the receptionist's knowledge, and directing visitors to the appropriate ASUS employee or volunteer for further information;
- ix) maintaining a friendly demeanor;
- x) ensuring visitors to the ASUS Offices are aware of the receptionist's ability to aid them, where appropriate;
- xi) maintaining a reasonable knowledge of which groups, ASUS employees, and ASUS volunteers are in the ASUS Offices, and especially which Council members are within the ASUS Offices;
- xii) maintaining a reasonable knowledge of current ASUS activities, who to contact for these activities, and how to contact them;
- xiii) accepting applications for committees and positions on behalf of the President;
- xiv) answering the phone (general line);
- xv) completing administrative tasks assigned by Council (photocopying, printing, etc);
- xvi) placing mail in appropriate Council member/committee chair's mailboxes;
- xvii) maintaining bulletin boards on first floor including:
 - a) the monthly calendar;
 - b) advertisements;
 - c) newsletters;
- xviii) maintaining the application boxes on first floor including:
 - a) refilling low piles;
 - b) discarding those past their deadline;
- xix) filing old documents;

xx) organizing the kitchen area.

xxi) Respond to ASUS Technology Lending Library booking requests via the bookings page website

2.03.03

Funds for this position will be allocated as a line item in the ASUS Operating Budget.

SECTION 4 | IT Director

2.05.01

The IT Directors shall work with the Vice President (Operations) to ensure the smooth operations of all technological process of the Society.

2.05.02

The ASUS IT Director shall be hired by the end of the winter semester of each academic year. The incoming President and Vice President Operations/CFO shall oversee the hiring process and sit on the hiring panel.

2.05.03

During the academic year, the responsibilities of the ASUS IT Director shall include but not be limited to the following:

- i. Managing access to all Society emails under the ASUS Microsoft Suite;
- ii. Maintaining all e-mail profiles under the ASUS Microsoft Suite;
- iii. Responding to IT-related inquiries by members of the Society.
- iiii. Administrating use of the ASUS Technology Lending Library

2.05.04

Holding five (5) office hours at the ASUS Office. At least one (1) of these office hours shall be held during the office hours of the Vice President.