



Student Activities Board

SAB Treasurer Executive Board Member Position Description

Mission Statement:

Promoting a safe and welcoming environment for MSUB's community by hosting exciting and engaging events. SAB is an inclusive platform of opportunities to build upon leadership values within a family-like structure.

Purpose of Position:

SAB's Treasurer Executive Board Member oversees the SAB budget and keeps account of what, how, and why the board is spending money.

Qualifications:

This is a student position; to be eligible for employment you must be a full time student in good academic and student conduct standing with a GPA of 2.5 or above; have the ability to learn quickly; work both independently and with a group and complete tasks in the allotted time; be capable of handling emergencies in a calm and rational manner. Prior experience on the Student Activities Board is preferred, however, new members are also eligible. In addition, you must be able to perform the duties of the position listed below

Compensation:

A stipend of \$500 per semester.

Hours:

SAB Treasurer is required to report and attend to 3 hours per week at a rate of \$10 dollars per hour- up to a maximum of 50 hours per semester. SAB Executive Board Members will be responsible for attending all events and working the hours necessary to execute them properly.

Duties:

Event/Program Planning

- Create and manage a budget for each SAB event (including a minimum and maximum dollar range for each event).
- Reconcile each event budget against the overall SAB budget.
- Assist with all events that are supported or sponsored by the board.



- Assist with and direct set up and take down rooms to specification of conference or event. This may include but is not limited to: moving tables, chairs and other equipment, setting up AV equipment, etc.

Administrative Duties

- Provide updates to the whole board regarding the status of SAB's budget.
- Create next fiscal year's budget in coordination with the SAB chair and ASMSUB Business manager.
- Track SAB's expenditures and categories them by line-items according to the ASMSUB budget for the Fiscal Year.
- Recommend line-item changes and budget modifications to ensure that the board meets all ASMSUB and campus policies.
- Present monthly budget reports to the Student Activities Board.
- Recruit and retain new members of the Student Activities Board.
- Attend all SAB meetings unless otherwise excused by the SAB Chair.
- Utilize basic computer programs.
- Compile reports and other paperwork as assigned.

Financial Duties

- Make purchases on behalf of the board, in consultation with the fund controllers.
- Serve as a fund controller for the Student Activities Board.
- Coordinate the preparation of the budget request to ASMSUB for the fiscal year in accordance with Chairperson.

Other duties as assigned