

Residents' Council Vice-President, Finance Role

Position Description

Residents' Council is an autonomous body, composed of student leaders and representatives. The Council strives to represent the interests of their constituents and support the on-campus student experience through educational programming and leadership development.

The Council Vice-President, Finance is a volunteer student leadership position, responsible for leading the Residents' Council in financial planning, allocation, expenditure, and accurate record-keeping. The Vice-President, Finance works alongside their building Programming Coordinator(s), Residence Life Coordinator(s), Residence Education Advisor(s), Residence Dons, and Residence Sophs, to support residence community and learning.

Eligibility

In accordance with the Residents' Council Constitution, all candidates must:

1. Be enrolled as a student at Western University for the upcoming academic year
2. Live in the residence which they are representing, during the indicated term being applied for
3. Be in good standing with the Housing Office
4. Have received no outcomes from the Conduct Office higher than a Letter of Warning
5. Demonstrate and uphold the values of Western University, Housing, and Residents' Council

Core Competencies

- ◆ Communication and Interpersonal Relations
 - *Convey ideas clearly and effectively to inform Council members, advocate for resident concerns, and maintain stakeholder relationships*
- ◆ Building Trust

- *Interact with others in a way that gives them confidence in one's intentions and those of the organization; operates with integrity and invites others' ideas*
- ◆ **Organizational Awareness**
 - *Gains knowledge of Council finance culture, systems, and pressures; understands the agenda and perspectives of others' financial demands and needs*
- ◆ **Resource Allocation**
 - *Manages Council finances and resources to enhance residents' experience; deploys economically and effectively*
- ◆ **Attention to Detail**
 - *Accomplishes finance-related tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks finance processes and records*
- ◆ **Accountability**
 - *Takes responsibility for actions, decisions, and deliverables as relevant to role; fosters a culture of accountability across Council; models accountability for others*
- ◆ **Valuing Diversity**
 - *Advocates for the value of equity, diversity, inclusion, and decolonization to others; takes actions to further EDI-D on Council; confronts inappropriate behaviour by others; challenges exclusionary practices*

Role Responsibilities

- (i) Supervise the financial commitments of the Council, including recording, updating, and reporting on a Council budget
- (ii) Liaise between their constituency administrator (Programming Coordinator) and Council to ensure all information such as are necessary for carrying out duties are shared in a timely and accurate fashion
- (iii) Directly supervise and coordinate the financial allocation and expenditure of Council to ensure that all budgetary lines are carried out according to University and Housing policy and recommendations
- (iv) Recruit and support training for First-Year Representatives
- (v) Attend regular Council meetings
- (vi) Attend regular Executive meetings as set by Housing
- (vii) Prepare, at the end of their term of office, a report on the year's Council budget
- (viii) Attend all Council training as provided by Housing and the Office of Residence Education
- (ix) Serve as proxy to the President and other Executive, as required
- (x) Complete all other duties in matters concerning the Council, as required

