**CANDIDATE NOMINATION FORM FOR TREASURER**

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| The fundamental duties of the external Vice President include, but are not limited to:  1. Prepares the Association budget for the current academic year and submits it for approval to the annual general  2. Manages all financial transactions of the association  3. Writes and presents the financial statements on a monthly basis at the Executive Council meeting  4. Keeps on file any voucher transactions, and holds the account books up to date  5. Acts as a signatory of the Association for financial and legal documents  6. Shall pay staff in timely fashion as prescribed by their contract.  **7. Work with Treasurer elect at the end of current mandate and the financial year in order to promote the smooth transfer of power**  8. Works in close collaboration with the Coordination of the SPUSA programs  9. Prepares a final report to be included in the annual report of the Association.  10. Prepares the income tax declaration of the corporation yearly.  11. Ensure that the President is notified of all expense claims  previously approved by the executive.  12. Ensures that regulations for financial transactions of any kind  are followed.  13. Ensures that refunds are made within 7 days of the request.  14. Ensures that employees receive their pay according to the pay  schedule stipulated in their contract.  15.Reply to the phone in both official languages. |

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| **I have read the job description and agree with the responsibilities of the position**. |

**NAME:** Click or tap here to enter text.

**LOCAL ADDRESS:** Click or tap here to enter text.

**CELL NUMBER:** Click or tap here to enter text.

**EMAIL:** Click or tap here to enter text.

**STUDY PROGRAM:** Click or tap here to enter text.

**YEAR IN THIS PROGRAM:** Click or tap here to enter text.

**CYCLE:** Click or tap here to enter text.

**PLEASE ANSWER THE FOLLOWING QUESTIONS. THEY CAN SERVE YOU DURING YOUR ELECTION CAMPAIGN:**

**1. WHY I WANT TO BE A TREASURER OF SPUSA?**

**2. WHAT QUALITIES WILL ENSURE MY SUCCESS AS TREASURER AND EXECUTIVE TEAM?**

**3. SCENARIO: THERE IS A LACK OF CONSISTENCY OF PARTICIPATION ON THE PART OF ONE OR TWO MEMBERS OF YOUR TEAM. HOW ARE YOU GOING TO DEAL WITH THIS SITUATION WITHOUT CAUSING ONE OR MORE RESIGNATIONS?**

**4. HOW DO YOU SEE SPUSA’S ROLE DURING AND AFTER THE PANDEMIC?**

**THE THREE STUDENTS WHO SUPPORT MY APPOINTMENT AS TREASURER:**

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| --- | --- | --- | --- |
| **NAME** | **STUDENT NUMBER** | **EMAIL** | **STUDY PROGRAM** |
| **1.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**PLEASE TO RETURN THIS FORM BY JUNE 4, 2021 At 6 PM VIA**

[**mailto:SPUSA-AEUSP@USTPAUL.CA**](mailto:SPUSA-AEUSP@USTPAUL.CA)

**NO NOMINATION WILL BE ACCEPTED AFTER THIS DATE.**

**ALL NOMINATION MUST BE RECEIVED ONLY VIA SPUSA-AEUSP@USTPAUL.CA ON BEHALF OF THE SPUSA ELECTIONS COMMITTEE.**

**UPON RECEIPT OF YOUR FORM, YOU WILL RECEIVE THE ELECTORAL CAMPAIGN PARAMETERS. CAMPAIGN WILL BE HELD FROM JUNE 4 - 25, 2021.**