

**MathSoc Vice President, Finance
Winter 2014**

Role and Responsibilities

The Vice President, Finance oversees all MathSoc accounts and keeps track of all money-matters around the Society. Duties include drafting budgets, processing expense claims, office accounting, completing monetary deposits, and basic financial analysis of Society spending. The VPF also sits on finance-related committees, including the External Funding Committee and the CnD Management Board. You must be in at least 2A and 18 years of age at the start of the Winter 2014 term.

If you are interested in the position, please submit this application form to the VPF Mailbox in the MathSoc office (MC 3038) or to vpf@mathsoc.uwaterloo.ca by Wednesday, November 27 at 11:59pm. Please make sure that you are also available on the week of Monday, November 25th if you are selected for an interview. MathSoc Council will make its final decision and notify all applicants by the end of term.

If you have any questions about the role of the application process, please email vpf@mathsoc.uwaterloo.ca

General Information

Full Name: _____ Year/Program: _____

Contact Email: _____ Quest ID: _____

Short Answer Questions

Please list any previous experience you have had with volunteering with MathSoc, or its clubs/affiliates.

Please list any relevant courses / experiences you have (i.e. accounting and finance courses or budgeting experience)

What are your other commitments for the Winter 2014 term, if any? How much time to you expect each of these to take?