



Treasurer Roles and Responsibilities

Roles:

- Work with various forms such as Deposit Forms and ERF (Expenditure Request Form)
- Ensure all forms are signed, dated, and written correctly
- Stay up to date with society spending via Shadow Budget and Inventory Excel files
- Establish CSUSM Management Society budget with the President at the beginning of the semester.
- Attend MANDATORY SLIC (Student Life Involvement Center) meeting over break
- Attend monthly Student Organization Council (SOC) meetings in absence of the President/VP.
- Must be available for ALL guest speaker meetings (Tuesday's during U-Hour)
- Responsible for representing the MGMT Society in a professional manner at ALL times.

Responsibilities:

- Manage all financial affairs.
- Handle confidential information and timely completion of forms.

In- Person:

- Take a picture or save itemized receipt of food purchases
- Complete ERF to reimburse board member
- Drop off forms at designated buildings/offices
- Prepare and distribute invoices for guest speakers for purchases and fees (heavy at the beginning of the semester and only for in-person events).

Officer Requirements- outlined by CSU Coded Memorandum AA2012-05

- Be matriculated and enrolled at CSUSM
- Maintain a minimum overall grade point average of 2.0 each term
- Be in good standing with the University
- Earn at least 6-semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3-semester units while holding office
- Is limited to 150-semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, graduate and credential students are allowed to earn a maximum of 50-semester units or 167 percent of the units required, whichever is greater
- SLIC will only accept grade appeals for circumstances beyond the student's control such as medical and military situations.

Qualifications:

- Excellent organizational skills
- Proficient in Google Drive/Shared Drive folders
- Ability to work in teams or individually

- Self-driven
- Phenomenal communication skills (ex: answering group messages or speaking to professionals over email)
- Passion to aid the growth of the MGMT Society and to “inspire today’s students to become tomorrow’s great leaders!”