



## Office of Student Life

# Student Senate: Treasurer

### **DUTIES AND POWERS OF EXECUTIVE OFFICERS:**

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Student Treasurer shall:

1. Be responsible for being knowledgeable of all Student Senate accounts.
2. Shall be responsible for maintaining all official records and maintain the official Student Senate Budget Binder.
3. Deliver a financial report at every Student Senate meeting, and be prepared for any queries concerning the financial status of the Student Senate.
4. Supervise, or appoint a designee to supervise the collection and disbursement of all Student Senate monies, in consultation with the Student Life Supervisor and the Business Services Office.
5. Promptly sign and prepare all requisitions immediately following request for payment and/or following Student Senate action.
6. Make recommendations to the Student Senate on all expenditures.
7. Advise the Executive Board on preparing the budget for the next fiscal year.
8. Produce a year-end financial report and distribute it to the Student Senate and the Office of Student Life.