**2021/22 BSA Executive Application - VP FINANCE & OPERATIONS**

*Thank you for your interest, please read and submit the following application package (along with your resume) by June 8, 2021 (11:59 PM).*

Dear Applicant,

Thank you for taking the time to read and fill out this application to become a part of the Biology Students’ Association Executive team for the **2021/22 academic year** (term: July 1, 2021 to April 30, 2022)! This application is for the role of the **Vice President Finance and Operations**. This application will be open from May 25, 2021 (12:00 am) until June 8, 2021 (11:59 pm). Multiple applications for different positions can be submitted if desired. Please submit your application(s), *along with your resume* to subasthika.thangadur@ucalgary.ca by the indicated deadline in order to be considered for the position.

This past year was exciting as there were many significant changes introduced to the BSA that improved the overall impact of the association. Not only did we adapt and evolve to meet the needs of online delivery, but we worked to constantly ensure that the BSA was serving the needs of the student body. Moving forwards, we hope to develop more innovative ways to engage with our department.

Ideally, the candidate chosen should be available to commit for the Fall and Winter semester in the upcoming academic year. We look forward to reading your applications and welcoming you to the BSA team!

Best Regards,

Subasthika Thangadurai

President | Biology Students’ Association

University of Calgary

P: (587) 966 -2947

E: subasthika.thangadur@ucalgary.ca

**Responsibilities of the VP Finance and Operations role:**

1. *Attend weekly (in Fall/Winter) or biweekly (in Spring/Summer) Executive Council meetings.* These meetings are held weekly and are attended by the executive team. The VP Operations and Finance shall attend Executive Council meetings and be actively engaged.

2. *Attend monthly (in Fall/ Winter) BSA General meetings.* These meetings are held with the entire BSA team, composed of the executive team and the coordinators, to ensure that the team is updated on current affairs. The VP Operations and Finance shall attend and be actively engaged in discussions.

3. *Attend monthly (in Fall/ Winter) BSA committee meetings.* These meetings are held with the executive BSA team and the Program representatives, as well as administrative members of the department to discuss departmental updates and feedback from the student body on the Biological Sciences programs. The VP Operations and Finance shall attend these events and be actively engaged in discussions.

4. *Create a budgetary plan via discussion with other Executive members and keep record of all revenues and expenses.* The VP Operations and Finance should keep meticulous track of all revenues and expenses throughout the academic year. Additionally, they should complete required transactions (i.e. E-transfers) to members and individuals external to the BSA in a timely manner. They are also responsible for maintenance of the club bank account and associated cards.

5. *Actively Update other Executive members on plans and execution.* The VP Operations and Finance shall keep organized notes to update the other members of the executive team on the events being planned and what responsibilities fall on them through weekly meetings or being active on the WhatsApp group.

6. *Actively and Successfully communicate with the VP Social Events and VP Professional Events.* In planning events, communication is key. Communicating with the other VP Events (Social and Professional) is crucial to ensure that the events planned work harmoniously together and avoid budget issues and other problems.

*7. Search for external sponsorship opportunities and partnerships for the BSA.* The VP Finance and Operations is responsible for

**Requirements:** In order to apply to be an Executive with the BSA, you **must** be a current, undergraduate student enrolled in the Biological Sciences Department at the University of Calgary. You can be enrolled in any major in the department including Biochemistry, Biological Sciences, Cellular, Molecular & Microbial Biology, Ecology, Plant biology, or Zoology.

**Name of Applicant:**

**UCID:**

**UofC E-mail:**

**Major:**

**Year of Degree (2021-2022):**

***Please answer the following questions. You may write between 50-250 words per question.***

1. What interests you in being the VP Operations and Finance with the Biology Student’s Association (BSA)?

2. Describe a previous leadership experience that you believe would make you a good candidate for the VP Finance and Operations Role. Describe your role, what you achieved, and how you were an effective team member.

3. Please speak to how you would contribute to the BSA (skills, novel ideas, attitudes, etc.) for *both* in-person and virtual programming? What are some new initiatives that you would like to see/implement in the BSA if you are awarded this position?

4. If awarded the position, how do you plan to keep track of all expenses and profits? What do you hope to achieve by becoming an executive of the club?

5. Being an Executive with BSA has required time commitments, as stated above. Your role may require 1-5 hours per week. Do you foresee this as a problem? How do you plan on successfully meeting the time requirements?

***Good luck and thank you for your application! Successful applicants will be contacted as soon as possible.***