

# SOCIOLOGY STUDENTS' ASSOCIATION



## 2016-2017 Sociology Students' Association Job Descriptions

**POSITION:** Treasurer

**RESPONSIBILITIES:**

- Keep a constant record of the amount of money available in the SSA bank account
- Create and maintain a yearly budget, including expected income and expenses
- Provide recommendations regarding reasonable budgets for each SSA event
- Coordinate reimbursements to committee members
- Constant communication with AMS related to club funds
- Apply for AMS Department Grant

**JOB-SPECIFIC TIMELINE:**

- **March:** Attend AMS training for Treasurer and become the official Treasurer
- **April:** Create draft budget for upcoming year and send to AMS
- **September-April:** Assist with SSA's events throughout the year
- **September-April:** Attend bi-weekly committee meetings
- **October:** Apply for AMS Department Grant