

**WISCONSIN UNION
HOOFER COUNCIL**
Job Description: Vice President of Finance

Qualifications to be Hooper Council Vice President of Finance

- A general knowledge of the Hooper philosophy and of the individual Hooper clubs; or more importantly a desire to learn more about the clubs and the Wisconsin Union
- A general knowledge of accounting and bookkeeping or the desire to learn.
- Must be a current student at the UW – Madison for at least one of either the fall or spring semester of the term of office.

Hooper Council Vice President of Finance's Duties

- Attendance at all Council Meetings is mandatory for all voting members of Council.
- Attendance at the Hooper Council Fall Retreat is mandatory for all members of Council.
- Attendance at the WUD Fall retreat is expected.
- Three (3) hours of posted office hours per week.
- The Vice President of Finance will chair a finance committee consisting of one representative of each club and meeting at least monthly to accomplish the following:
 1. Review club and Hooper Council spending.
 2. Audit the financial records of all clubs.
 3. Ensure accuracy of Hooper inventory.
 4. Review and make recommendations to Council on all Hooper annual budgets.
- With the help of Council, develop and submit the Hooper Council budget in the spring for the next fiscal year.
- Help organize club finance officer training with the Hooper Advisor(s).
- Update and revise position description and position guide as appropriate.
- The Vice President of Finance is one of the Hooper Council execs. The execs are responsible to accomplish the following:
 1. Act as a liaison between Hoopers and the rest of the Union including WUD.
 2. Attend weekly meetings with the Hooper advisors and other Hooper Execs.
 3. Set and send out the agenda for Hooper Council meetings.
 4. Decide who will chair Hooper Council meetings and perform other duties of the president in her/his absence.
 5. Decide who will attend Wisconsin Union Directorate (WUD) meetings in the event that the President cannot attend.
 6. Discuss and address new or pressing issues concerning Hoopers.
 7. Prepare goals and strategies for the year to be submitted to the Wisconsin Union Directorate.
 8. Periodically meet with club leaders and attend club meetings to provide support to affiliated clubs.
 9. Send a monthly e-mail update of the entire Hooper organization to all Hooper leaders.

Benefits

- Leadership skill development is an integral part of Wisconsin Union leadership positions.
- Resume builder -- Administration of club budgets near \$1,000,000 annually
- Hooper Council members receive free memberships in all clubs during their term of office after having paid the General Activity fee.

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Accountability

- All Hooper Council members abide by Wisconsin Union policies and the Hooper Council Constitution.
- The Hooper Council Vice President of Finance is accountable to all Hooper clubs officers and general members.
- The Hooper Council Vice President of Finance is accountable to the Hooper Advisors regarding position performance and responsibilities.
- The Hooper Council Vice President of Finance reports to Hooper Council and is directly accountable to the Council President.

Time Commitment

- Meeting times weekly: 3 hours
 - "Office hours" weekly: 3 hours
 - Projects / planning monthly 8 hours
- TOTAL TIME PER WEEK 8 HOURS average*