

MEET YOUR STUDENT UNION



Lindy MacKenzie
VP Finance

According to the Student Union Policy manual, it shall be the duty of the VP Finance to:

a) Each month obtain from the bank the canceled cheques together with the statement of account. Reconcile the bank account in the general ledger to the bank statement, isolating any irregularities and obtaining satisfactory explanation for them. The cash on hand shall also be reconciled with the cash account in the general ledger.

b) Post to the general ledger the summary of the cash journal's transactions for the month, with any adjustments and the explanations made in the adjusting journal.

c) Prepare a general ledger trial balance tape listing to ensure proper posting of the general ledger.

d) Prepare a monthly interim balance sheet and income statement for presentation to Council.

e) Prepare a list of expenditures in excess of one thousand dollars (\$1000) and present to Council monthly.

Other duties include:

- * sign cheques over \$500,
- * review and sign payroll,
- * periodically review petty cash vouchers,
- * report to Student Council
- * attend Student Union Executive meetings,
- * attend CIMN and Panther Prints Board of Directors meetings
- * attend Panther Lounge Management Committee meetings,
- * represent the Student Union on the University BOG
- * attend University Executive committee meetings,
- * attend University Finance committee meetings,
- * do a surprise inventory check on the Panther Lounge
- * check with office assistant to see how the pool tables are doing,
- * do a monthly account analysis

The most important duty I have is to represent the students. Therefore, if you have any questions or concerns please do not hesitate to contact me at 566-0670, or e-mail me at ljmackenzie@upei.ca.

Chris Gray
VP External



As VP External, my main duty is to act as a liaison between the UPEI Student Union and all groups outside the university community, including but not limited to: CFS, CASA, NBSA, SUNS. I also chair a Vice-President External committee, which is involved in organizing events in conjunction with the above groups. I also sit on Senate, and am responsible to perform research for the UPEI SU as needed. In case of the president's, (Student Union), absence or incapacity, I would act as president.

This year I hope to hold a fair and a well attended CFS referendum, organize the UPEI component of the National Day of Action on October 22; as well I hope to meet with many politicians at various levels of government and provide them with alternatives to cutting funding to UPEI.