

Treasurer Report Duties



Mona Jazinaninejad,

Master student of Interdisciplinary Studies,

Treasurer at UGSW from December 2021.

April 26, 2023

Treasurer Report Activities

- Co-signed, with a Co-Director, all cheques and Financial Reports
- Updated the ledger and wrote the cheques every month
- Attended executive monthly meetings
- Monitored Administrative Allowance budget
- Attended Joint Health and Safety Committee (JHSC) monthly meetings
- Took JHSC online and in-person training and got certifications
- Contributed to TA/RA bargaining team
- Issued the hardship funding
- Organized Fall and winter orientations and collaborated with GSA
- Office hours for membership forms
- Prepared the proposed budget

