**Appointment Application for the Position of Treasurer**

*The Wesleyan Council on Student Affairs (WCSA) is dedicated to the pursuit of leadership and student voice through the committed representation of the student perspective. WCSA serves as a liaison between the student body and the administration of Ohio Wesleyan University. In order to be effective in the goals and mission of WCSA, officers and representatives to this student-led governing body must be set to ensure the goals and mission of the organizations are realized effectively.*

*As a member of the Wesleyan Council on Student Affairs, it is expected that you are dedicated to the organization and those you represent. Your dedication will be evident through your commitment to achieve the following expectations and duties of the Treasurer position.*

**WCSA Treasurer Position Description**

The Treasurer is a member of the WCSA Executive Committee. The Treasurer oversees the disbursement of WCSA funds and keeps sufficient records regarding all fiscal business of WCSA and all allocations of WCSA funds. The Treasurer chairs the WCSA Budget Committee, which meets every Thursday at noon. The Treasurer is the face of WCSA when meeting with Student Involvement Office Clubs and Organizations. The Treasurer must take appropriate steps to ensure the financial health and stability of WCSA. The Treasurer utilizes Microsoft Excel and Orgsync to perform duties.

**Term:**

* One calendar year beginning January 1st, 2015.

**Hours:**

* Between 7 and 10 hours per week.
* Must attend the WCSA Orientation Retreat January 9th, 10th, and 11th of 2015.
* Must attend Full Body Meetings every Monday at noon.
* Must Chair Budget Committee Meetings every Thursday at noon.
* Must attend Executive Committee Meetings every Friday at noon.

Note: the workload will be heavier towards the end of the Spring and Fall semester as the Treasurer and the committee go through Fall and Spring funding.

**Qualifications:**

* Must be in good academic and disciplinary standing.
* Preferred: Applicant would not be studying abroad/off campus during the Fall of 2015.
* Preferred: Familiarity with basic accounting principles, budgeting, and Microsoft Office.

**Treasurer candidates should possess a variety of qualities including but not limited to:**

* Familiarity with Orgsync and Microsoft Excel.
* Exhibit leadership potential and good interpersonal, communication, and group presentation skills.
* Organized.
* Ability to meet deadlines.
* Ability to mediate conversation within a group.
* Ability to work independently and within a group.
* Comfortable communicating with multiple university offices in a professional manner.

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**Application Process:**

1. Applicants must complete the following application and return via email to wcsaexec@owu.edu no later than Friday, November 21, 2014 (11:59 p.m.)
2. Applicants must sit in on at least 1 Budget Committee Meeting (Nov. 13th or 20th). To confirm which meeting you are attending please email wcsaexec@owu.edu no later than 5pm the Wednesday before the Budget Committee meeting you are attending.
3. Once your application has been submitted you will receive an email to sign up for an interview time (Via Google Docs).
4. Interviews will take place December 1st through the 5th and will be notified of WCSA’s selection shortly after the interview process.

**Please fill out the following:**

Name:

Intended Graduation Date:

List campus or other extracurricular involvement:

**Please respond to the following questions in paragraph form:**

1. What interests you about the Treasurer position?

1. What qualities, skills, or relevant experience makes you prepared for the Treasurer position?

1. Describe your personal leadership style.

1. What (if any) relevant classes have you taken and/or do you have any accounting or management experience?