

Proposed VP Finance Screening Criteria and Committee Composition

Below are proposed screening criteria and committee composition for the AUS VP Finance screening process created via referendum in Fall 2015. After discussion at AUS Council on January 13th, the criteria and committee composition will be finalized in the AUS Electoral bylaws at AUS Council on January 27th.

Screening Criteria

While releasing all planned questions here seems most transparent, I propose leaving approval of questions at the committee's discretion. All council information is public and questions can easily be scouted out by those running for the VP Finance position

Part 1) Experience Based Questions:

The purpose of such questions is to assess a candidate's past experience handling accounts, budgets and audits. Professional experience definitely helps, but student association/extra-curricular involvement in a finance role is also equally important. The ideal candidate may have experience as a departmental/student club Vice President Finance or have interned at an accounting firm/bank/corporation.

Structure of Questions:

- 1 question on AUS financial structure to test a candidate's understanding of the financial technicalities of a student association e.g. how budgeting works.
- 1 questions on AUS annual audits and audits in general.
- 1 questions on tax documentation and filings.
- 1 question on working knowledge of accounting software.

All questions to be straightforward and test a candidate's ability to tackle the technical aspects of the VP Finance portfolio.

Sample Question:

- 1) What is the golden rule of budgeting, say for a huge event like Frosh?
- 2) Guide us through your understanding of the auditing process of an organization?

Part 2) Accounting & Finance Questions:

These questions will have one answer only, making the decision easy for the committee. Answers will be prepared before-hand and cross referenced with an accounting professor for reliability.

Structure of Questions:

- 3-5 questions on accounting and finance, based on the daily tasks of the VP Finance portfolio.

Sample Question:

- 1) What is a trial balance? Explain its importance for accounting purposes.

Proposed VP Finance Screening Criteria and Committee Composition

Part 3) Availability for Summer:

This question is not important in evaluating the technical competency of a candidate. However, it is still very useful to know if the candidate plans to stay in Montreal for the summer (for May and August at the bare minimum). The audit and Frosh planning happen in the summer and both require significant loads of work from the finance portfolio. Historically, AUS and Frosh in particular have fared much better financially when the VP Finance is present in Montreal for the summer.

Committee Composition:

A motion will be brought forward to create an ad-hoc committee to screen candidates running for AUS Vice President Finance.

- 1) Incumbent AUS Vice President Finance, Mirza Shakir (not running for reelection)
- 2) Up to 2 members from the Financial Management Committee
- 3) SNAX Manager, Emma Green (SNAX Assistant Manager to fill in in case of Manager's absence)
- 4) Accounting Professor/McGill Admin Staff/AUS auditor (to be approved soon)

The committee shall be chaired by the CRO and each member will have a voting right except the chair. A question sheet will be provided to each member with recommended answers (except for experience based questions) and a comments section.

Each question will be assigned 10 points. For experience based questions the score depends on the discretion of the committee member, whereas score for the accounting questions will hinge on the answer key as approved by an accounting professor.

An average score of 50% or more is needed to pass the screening process. The committee members' question sheet with comments will be made available to the candidates, should they choose to appeal to AUS Legislative Council.