

**Vice President Finance & Operations– December 2018 to April 2019
Maxine Kirshenbaum**

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**Internal 🡪**

Budget & Related:

* drafted a framework budget for 2019/20 term
* updated actuals for the 2018/19 term
* provided a year-end projection for 2018/19 term
* (*in progress*) preparing financial summary for 2018/19 year; will be reviewed by an external accountant

Housekeeping/admin/office hours:

* Absorbed certain financial & record-keeping roles of the DAGS office manager (incl. finishing Fall audit book, updating quickbooks, preparing transaction records, writing cheques, performing audits…etc.)
* (*on-going*) assisted in training new office manager (incl. audits, quickbooks, record keeping, grants…etc)
* Held regular office hours every week (Mondays 8-10 am)
* Taxes/CRA 🡪 prepared 2018 T4 slips for all employees & honorarium-recipients (in Jan-Dec 2018) + filed 2018 T4 summary for DAGS
* Taxes/CRA 🡪 submitted 1st-3rd quarter HST returns for DAGS (2018/2019); (*in progress*) 4th quarter return
* Taxes/CRA 🡪 (*in progress*) preparing T4 slips for current/outgoing DAGS exec, directors, CRO…etc. (all honorarium recipients from Jan-April 2019)
* Bank 🡪 further updated DAGS account (incl. receiving monthly copies of cheques, address, credit card payments…etc.)
* Muse/other (final) 🡪 priced & drafted invoices for items sold Dec-present
* Website 🡪 Updated information & resources on DAGS website (**note**- most recent layout update courtesy of Shauna)

New Space:

* Assisted in organizing/setting up new space (minor; most work done by Kaitlynne & Laura!; not in Halifax at time of move & initial unpacking)

Audits/Disbursements/Grants:

* (*ongoing*)Performed audits on books received Dec 2018 to present
* (*ongoing*) Communicated w Treasurers/societies regarding their audit/books (incl. feedback)
* (*ongoing*) Drafted updated versions of all DAGS grants (travel, PD, special & community), as well as DAGS audit form
* (*ongoing*) Helped draft DAGS grant policy, DAGS audit policy
* Provided extra assistance to societies &/or individuals for grants &/or audits when necessary (incl. in person meetings, feedback on submitted documents, suggestions + resources…etc.)
* Ensured proper funding was allocated in DAGS projections & new budget (2019/20) to accommodate grant demand(s)
* Attempted to reach out to societies regarding audit book submission (& DAGS services in general); limited by available/accessible contact info

Elections & Transition:

* Assisted in member engagement for voting in recent election
* Met w (at the time) incoming VPFO following election
* (*on-going*) preparation of VPFO/DAGS financial & operational “handbook”

Meetings:

* attended any/all Council meetings (held at least once a month)
* attended any/all the weekly Board meetings except one in Jan.
* Attended, presented at…etc. the DAGS AGM (March 2019)

**External Relations (University/ DSU/ CFS) 🡪**

University:

* Met w interim Dal Pres (MacKinnon) along w other DAGS exec 🡪 discussed tuition, better & more diverse grad student supports…etc.
* Attended/participated in Budget Advisory Council (BAC) meeting sessions (March 2019) 🡪 represented (grad) students & spoke to concerns related to the proposed budget
* Met with Senior Administrators on BAC along w other DAGS exec 🡪 discussed student concerns over proposed budget
* Met with Dean of Engineering (+ faculty rep & health/safety officer) along with DAGS Pres and 2 reps. of DEGS 🡪 follow up meeting to those in Summer and Fall term

DSU:

* Spoke with certain DSU exec candidates about grad student issues & concerns (only certain candidates approached myself specifically &/or DAGS in general)
* Communicated w DSU staff (particularly accountant) for advice/guidance when needed

CFS:

* CFS membership allows access to free U-file tax software 🡪 shared w members in March
* DAGS rep sent to CFS National Graduate Caucus (Ottawa, ON) 🡪 only CFS conference/meeting that required expense approval

**Programming and Events 🡪**

Events/Outreach/Other:

* DAGS conference 🡪 attended reception (could not attend conference due to work); approved budget (+updates) prior to conference; (*ongoing*) processing invoices & preparing actuals for event
* DAGS Grad Appreciation Night 🡪 attended reception; event was accounted for in DAGS budget; (*ongoing*) processing invoice(s)
* DAGS AGM 🡪 assisted w food order, meeting set up & meeting in general
* Other DAGS events (incl. lunch & learns, mental health week…etc.) 🡪 processed invoices, approved of event-related expenditures; unable to attend many due to work
* International Student Rally & Protest (RE: BAC budget)🡪 participated in when avail. (incl. sit in & rally + BoG meeting)