

December 7, 2020

Dear APSA Members,

Historically, the duties of VP Finance are generally the same throughout the year and year to year. Due to the COVID-19 pandemic, there have been many changes and additions to the role. The following are addendums made to the role:

1. Conversion of APSA dual signing authority to single signing authority (addendum to constitution to be made in next AGM for single signing authority during a pandemic or emergency situation)
2. Establishment of new graduating class of 20XX bank account
3. Complete overhaul of APSA budget with considerations of to an online presence in addition to added transparency measures
4. Complete overhaul of MOU formulation documents and agreements
5. Facilitated negotiations and communications with yearbook printing company
6. Processing APSA Awards
7. Access and manage financial back end of APSA website
8. Manage financial dealings for the Race Against Racism

As per constitution – the VP Finance shall:

1. Compile/overhaul and monitor a yearly budget for the Association
 - a. This creation process began in May and continued through until September.
 - b. Email each councilor to discuss anticipated revenue and expenses for the following year
 - c. All members of APSA replied
2. Attend general and executive council meetings
3. Compile accurate documentation of all financial transactions completed by the Association
 - a. See APSA 2020/2021 Approved Budget
 - b. See Dual Signing Authority Document
 - c. See APSA Reimbursement Form
 - d. See MOU 2020/2021 Document
4. Collect and deposit money on behalf of the association on a regular basis
5. Ensure the fulfillment of all debts and financial commitments
 - a. Debts owed from 2019/2020 that we not completed due to emergent pandemic situations
6. Issue e-Transfers and cheques on behalf of the Association
7. Offer support to graduation committee's regarding finances, negotiations with the faculty, and dealings with Scotiabank
 - a. I met with each grad committee on several occasions along with the faculty to ensure enough funding for graduation would be possible
 - b. Approved and facilitated returns for the graduating class of 2020 ceremony
8. Develop and maintain a working relationship with the FoPPS student services to prepare and negotiate individual MOU's for each budget item in the MMF in regard to "student betterment"
 - a. This year we complete overhauled previous MOU documentation and processes in favor of documentation that would provide better transparency between APSA and the FoPPS
 - b. Currently (as of Nov 22) the negotiations are ongoing due to complexity of situation and dealings
9. Work with APSA's fundraising director to ensure financing is sustainable and new initiatives are able to be funded as appropriate

This is a general overview of my role as VP Finance, it does not include the many miscellaneous items that occur throughout the week that are not easily classifiable. If you have any questions for me feel free to reach me at jackie1@ualberta.ca.

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