



Sustainability Management Student Association

Master of Science Program, Sustainability Management (SUMA)
Columbia University, The Earth Institute and School of Professional Studies
SUMASA.org | SUMASAboard@sumasa.org

Position Description – VICE PRESIDENT OF ADMINISTRATION & FINANCE

This position is critical to the SUMASA board and SUMA program. The Vice President of Administration and Finance helps to achieve SUMASA's overarching mission to develop a meaningful community for students, foster engagement across the SUMA and NYC sustainability community, and host meaningful professional development and networking opportunities.

This position is both strategic (i.e. participating in setting the SUMASA agenda for the year in terms of objectives, programs, engagement with administration, etc.) and tactical. As such, the Vice President of Administration and Finance is key to the effective management and implementation of SUMASA's strategic goals and day-to-day management and works closely with the President.

Eligibility: Must be able to take on the position for one full year (Spring 2018 – Spring 2019)

Primary Responsibilities

- *Administration*
 - Ensure meetings are effectively organized (agenda) and memorialized (minutes)
 - Maintain effective records and administration
 - Uphold the legal requirements of governing documents and Columbia University policies.
 - Communicate and correspond on behalf of the Board when requested.
 - Act as an information and reference point for the President and other VPs: clarifying past practice and decisions; confirming Columbia University requirements; and retrieving relevant documentation
- *Finance*
 - Manage and oversee budget allocated to SUMASA from Earth Institute funds.
 - Assist other VPs on budgeting for activities and events.
 - Approve expenditures and expedite reimbursement for SUMASA expenditures.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Strong organizational skills and attention to detail and deadlines.
- Interest in financial management or experience with budget and financial management is an asset.
- Strong meeting facilitation skills including keeping meetings concise and on schedule.

What You Will Gain!

- Strong command of event design and logistics management that will impress potential employers.
- Increased visibility in the SUMA program, with students, alumni, and the Greater NYC Sustainability network.
- An insider's view of the SUMA program and a greater understanding of what it takes to support and manage an effective voluntary board.