



Sustainability Management Student Association

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

Position Description – VICE PRESIDENT OF ADMINISTRATION & FINANCE

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.

The Vice President of Administration and Finance is involved in strategically setting the SUMASA agenda for the year in terms of objectives, programs, engagement with administration, and resource allocation. As such, the position is key to the effective management and implementation of SUMASA's goals and day-to-day management and works closely with the President to achieve these ends.

Term: This role is year-long, transitioning on Spring Graduation Day each year (in mid/late May).

Primary Responsibilities:

- *Administration*
 - Ensure meetings are effectively organized (agenda) and documented (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 SPS and Earth Institute funds.
 - Assist other VPs on budgeting for activities and events.
 - Approve expenditures and expedite reimbursement for SUMASA expenditures.

What Can Help You Succeed in This Role:

- 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.
- Strong meeting facilitation skills including keeping meetings concise and on schedule.

What You Could Gain:

- Event design and logistics/budget management skills that will signal professionalism to potential employers.
- Increased visibility in the SUMA program and networking presence with students, alumni, and the greater NYC sustainability network.
- An understanding of what it takes to support and manage an effective voluntary board.