

# MFAc Student Association Co-Treasurer Recruitment Notice – Winter 2025

## Role Descriptions

- Oversee and manage the Society's financial transactions, including incoming and outgoing funds.
- Keep accurate financial records to ensure compliance with legal and university regulations.
- Assist in the preparation of financial reports, balance sheets, and cash flow statements.
- Collaborate with university funding providers to request funding for events and initiatives.
- Assist in budget making of the events that MFAc SA will hold.

## What We Look for in Candidates

- Excellent communication and interpersonal skills.
- Ability to foster and maintain effective relationships with students, employers, and alumni.
- Strong organizational and analytical abilities.
- Energy, creativity, and enthusiasm for leadership and growth.

## What You'll Gain

- Leadership experience that sets you apart for future roles.
- Enhanced organizational, project management, and communication skills.
- Access to an expanded network of students, alumni, and industry professionals.
- A chance to shape the MFAc student experience and leave a lasting impact.

## How to Apply

1. **Prepare a Personal Statement:** Write a personal statement (maximum of 250 words) highlighting your skills, experience, and motivation for joining the Executive Committee.
2. Your newest Resume (Optional)
3. **Submit Your Application:** Send your personal statement and/or resume to the Returning Officer at [miabss@yorku.ca](mailto:miabss@yorku.ca).

## Important Dates

- **Application Deadline:** January 31, 2025
- **Term of Service:** Winter 2025 (January to April 2025) (with an option for renewal)