



Association of College Unions International

*Serving the college union and
student activities profession since 1914*

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REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

Financial Coordinator

Duties shall include but not limited to:

1. Serve as the budget resource person for Region 13. All expenditures will be approved and submitted by the Financial Coordinator to the Regional Director for payment.
2. Maintain all records of the Region; keep an accurate master mailing list of the Region, making it available to the membership.
3. Prepare and submit any and all required financial reports including an end of term report to the Regional Director.