

## **MSC Budget Committee 07-08 Policies**

### **Objectives:**

- To oversee MSC funding for all student activities and MSC sponsored events
- To enhance communication with student organizations, promote student extracurricular and community involvement
- To create a fair and objective process by which to allocate funds for UCLA student body events, health fairs, conferences, interest groups, etc.

### **“The BC” Voting Members:**

**BC Chair:** Hannah Holcombe VP 08

**Student Org Correspondent:** Nitin Dhamija Treasurer 08

**MSC Correspondent:** Voltaire Sinigayan VP 09

**MSC Treasurer:** Emily Swant Treasurer 09

**Student Body Rep:** Aman Bhalla VP 2010

**BC Secretary:** Margaret Greenough Treasurer 2010

Class of 2011 VP coming soon

Class of 2011 Treasurer

### **Quorum:**

Motions may be called to vote when a minimum of 4 members are present.

Meetings will be held the 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday of each month. Meetings must be posted to SAO calendar 4 weeks in advance.

### **Agenda:**

Proposals must be submitted 1 week in advance at which time they will be available for review by all committee members. Meeting agenda will be posted 48 hrs in advance of meeting.

### **Job descriptions:**

- BC Chair: oversee all budget requests and spending, facilitate meetings
- MSC Treasurer: record keeping of budgetary spending
- BC Secretary: receive proposals + copy prior to meetings, posting meeting to student calendar
- MSC Correspondent: report funding updates at MSC meetings, recommend proposals to SAO
- Student Org Correspondent: email all student groups after meetings adjourn to inform of budget approvals; inform reimbursement office
- Student Body Rep: post instructions for: writing a proposal, food policies, how to receive reimbursement; organize workshop for student group leaders at beginning of school year