



UNION OF GRADUATE STUDENT WORKERS
PSAC Directly Chartered Local 60550
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Executive Report – Treasurer - Brittany Dixon

October 15, 2019

During the Spring 2019 Membership Meeting, I began my term as Treasurer for the Union of Graduate Student Workers, PSAC Local 60550. Since the Spring meeting, I have been working to learn the financial software and best practices in place, as well as acquire valuable knowledge from previous executive members who have a detailed understanding of the UGSW's financial history and procedures.

Within my 6 months as Treasurer, I have learned to create up-to-date ledgers using our banking information and Quickbooks software. I have presented these documents at monthly Executive meetings. I have also updated the membership lists on a regular basis and organized PSAC membership cards and insurance cards, to be scanned and sent.

I look forward to working closely with the Executive team going forward to engage with members. I enjoyed the opportunity to take part in the Fredericton Pride event where I joined PSAC members in campaigning against the current Blood Ban restrictions.

If re-elected, I plan to create a knowledge transfer document that will include the steps and procedures required when taking on this role. As somebody who is lacking a background in finance and accounting, I have found that there has been a learning curve during these first months of my tenure as Treasurer and I am very grateful to the guidance and patience that I have received. However, I feel a transition document with detailed steps and tools for new Treasurers would alleviate some of the work placed on outgoing Executive members who I have leaned on greatly throughout this process.

A big 'thank you' especially goes to Amy Saville who has taken countless hours of her time to walk me through numerous procedures.