

## **Executive Committee Work Summary**

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Name: Bipin Kumar

Position: VP Finance, VP Administration

Date Submitted: October 12, 2019

Reporting Period: September 2019

### **Consultation and Representation:**

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### **Research, Legislation, and Outreach:**

- Working on the website redesign with the consultant. GSA website went live before Orientation. GRC and the Bar website to go live soon.
- Working with Cody and Brittany on reconciliation with Financial Services. GSA is hoping to meet with the UNB Comptroller soon.
- Worked on training the staff on the new systems implemented in Summer 2019.

### **Committees and Boards:**

### **Events Hosted/Planned:**

- Hosted Orientation with the President and Staff

### **Projects and Goals:**

- Complete training and familiarising of the staff on the new internal systems
- Document all Financial and Operations Policies for future GSA Executives.
- Work on having an operational Finance committee.

### **Announcements:**

- Anyone interested in joining the Finance Committee, please contact me.