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**Director Plan 2020-2021**

**Dawson Student Union**

**Treasurer**

**Noah Lemaire**

**Presented to Executive Committee on November 5, 2020.**

### **Plans for the Fall Semester 2020**

1. TBA: Oversee the 2020 Audit realized by Levy Pilotte.
2. Oct 16<sup>th</sup>: Organize all DSU files related to finances/accounting on the Google Drive
3. Oct. 23<sup>rd</sup>: Implement a new requisition platform online for clubs as well as employees
4. Oct. 23<sup>rd</sup>: Finalize credit card applications for the three signatories
5. Oct. 23<sup>rd</sup>: Pay all overdue bills/obligations
6. Oct. 30<sup>th</sup>: Have the Final Draft of the 2020-2021 Budget ready
7. Nov 4<sup>th</sup>: Present the 2020-2021 Budget at the General Assembly
8. Nov 4<sup>th</sup>: Hold the General Assembly
9. Nov 4<sup>th</sup>: Create a document and post the budget online
10. Nov 13<sup>th</sup>: Establish an online platform for clubs to view their (remaining) budget
11. Nov 27<sup>th</sup>: Develop a new online system for cheque requisitions (from employees and club executives)
12. Create a complete comprehensible document for the budget that will be accessible online with a breakdown of spending per category.

### **Plans for Winter 2021 Semester**

1. Feb 5<sup>th</sup>: Modify the current insurance policy to satisfy the Union's and the College requirements.
2. Feb 19<sup>th</sup>: Work with the Director of Mobilization and Communication to have a dedicated section related to financial information of the Union on the website (accountability).
3. March 26<sup>th</sup> Work with the bookkeepers and auditors to assure the presence of the completed 2020 audit at the 2021 Annual General Meeting
4. April TBA: Ensure an Annual General Meeting is held and that the financial statements are presented for the Financial Year 2019-2020.
5. All Semester: Deposit at the bank all the contents of the cash boxes at DSU office

### **Long-Term Year Plans 2020-2021**

1. Work with Chairperson and Deputy-Chairperson on the negotiation of the Protocol Agreement between the Union and the College.
2. Work with the College to establish a student insurance plan offering services for medical, dental, etc.
3. Work with the Director of Clubs and Services to Establish an online system for budget tracking for clubs.
4. Work with the College to renovate DSU Office, The Hive, The Plant Office and the Club spaces, as well as consider new spaces. (and their maintenance)
5. Consider secure investment strategies for the Union's assets (in the event of a surplus, etc.
6. Create a guide to where Student's money is going for both the college and the DSU. A complete breakdown of the fees paid out.
7. Create a catalogue inventory of all current and new assets purchased with their date of purchase, cost and current estimated value.
8. Work with the Chairperson and Director of External Affairs to find new sources of funding for the union.
9. Work with the Director of Clubs and Services to create an online platform for funding requisitions and for budget tracking for clubs and services.
10. Work to create a new model for the DSU budgets which actually amounts based on financial statements of the previous year.

### Director Plan Approval

This Director plan was approved at a regular meeting of the Dawson Student Union's Executive Committee that took place on November 5th, 2020. The Director certifies that they will attempt, to the best of their ability to complete tasks presented in this plan for the duration of their current mandate as a member of the Executive Committee of the Dawson Student Union. This plan can be amended by the Director, but any amendment must be approved by the Executive Committee.

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Noah Lemaire – Treasurer

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Date

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Kevin Contant-Holowatyj – Chairperson

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Date

