**Carleton DanceLab Vice President Finance Description & Application**

Carleton DanceLab is an undergraduate student club that allows students to continue their passion for dance in a judgment-free, inclusive, environment. We encourage everyone to express their true selves through dancing and form a welcoming community to share our love of dance. Working towards that goal, Carleton DanceLab currently runs 2-4 weekly classes consisting of drop-ins and member classes. Most of our member classes work on choreography for our year-end showcase. We also conduct events for our members: movie nights, wellness nights and craft nights.

**Carleton DanceLab Vice President Finance**

**Responsibilities:**

* Responsible for creating and maintaining budgets (yearly budget and a show budget) and a ledger. Budgets and ledgers are to be presented to CUSA to achieve funding.
* Monitor funds received and ensure payments are met and paid on time. Keep proper maintenance of accurate financial records.
* Manage financial aspects of dance production, such as fundraising, budgeting, ledgers, and payment agreements to achieve a successful and well-organized show and club.
* Communicate with other executives about the financial status and needs of the club.
* Schedule bank meetings with the president when needed.
* Choreograph and teach dance drop-in classes and performance pieces.

**Requirements:**

* Current Undergraduate student at Carleton University
* Experience using Excel
* Understanding of handling money and budgeting
* Minimum 5 years dance experience
* Excellent communication, organizational and interpersonal skills