SFU RACERBOT · EXECUTIVE ROLE · OPEN NOW

FINANCE, PROCUREMENT AND SPONSORSHIP LEAD

Finance tracks every dollar Racerbot holds and brings in the money and parts the car needs. Every purchase has to be justifiable to whoever funded it.

WHAT YOU'LL DO

- Keep the club ledger and reconcile it with the President every month.
- Approve purchases and reimbursements: under $500 by you or the President, $500 or more by both.
- Find and pitch sponsors, and manage sponsor agreements.
- Write grant and funding applications, and track the conditions on that money.
- Report the club's finances to the Board each semester and each year.

WHO WE'RE LOOKING FOR

- Careful with numbers and records, and comfortable in spreadsheets.
- Confident writing to and talking with companies.
- Keeps receipts, approvals and deadlines straight.
- Any program. Business, economics and engineering students all fit.

THE ROLE

REPORTS TO
The President

TIME
4 to 6 hours a week, plus Board meetings

OPEN TO
Active Members only

PAY
Unpaid volunteer role

THIS TERM

- Take the new sponsorship package to a first round of companies.
- Keep the ledger and the monthly reconciliation running.

HOW SELECTION WORKS

STEP 01
APPLY
Fill in the open roles form at the link below.

STEP 02
INTERVIEW
With the President and another executive. Every candidate is asked the same core questions.

STEP 03
DECISION
Appointment within seven days of the last interview. Every candidate hears the outcome.

APPLY
sfuracerbot.ca/forms/open-roles

QUESTIONS
sfuracerbot@gmail.com