

Finance Director

1. Managing Bank Account with UCLA
2. Managing Funds
 - a. FPS budget and balance sheet
 - b. keeping track of expenses and receipts
 - c. knowing ahead of time and allocating funds appropriately for every social, photo, and film event.
3. Contracts
 - a. Making and managing photo and film gig contracts, whether paid or unpaid.
 - b. Working with the Events Director for an appropriate price for gigs and rental or services
 - c. Making invoices when necessary
 - d. Making sure directors sign the Director Contract for every FPS production
 - e. Making photographer contracts between photographer and FPS
4. Inventory
 - a. Managing the list of FPS equipment, props, food, misc items bought for productions, photo shoots, and socials.
5. Fundraisers
 - a. In charge of fundraisers and heading the projects with the help of other Eboard members.
 - b. Work with the events/external director with any paid gigs by negotiating contracts and helping with the budget.
 - c. Try to get any sponsors.