

Office of the President

March 4, 2024

Dear Dr. Steadman,

Thank you for agreeing to chair the search committee for a key leadership position at Daemen University. I want to thank you and all the search committee members for accepting my charge to identify a list of acceptable finalists to fill the critically important position of Vice President for Business Affairs and Treasurer at Daemen.

The Vice President for Business Affairs and Treasurer plays a pivotal role in ensuring Daemen's organizational success by serving as the chief financial officer responsible for the financial integrity of the university. The VPBA will also provide stewardship over facilities operations, financial aid, human resources, and related services.

The Vice President for Business Affairs and Treasurer provides leadership and oversight for all aspects of the university's financial administration, including financial and related planning; operating and capital budgeting; revenue and expenditure analysis, forecasting and projection; financial and management reporting; payroll and procurement; investments and risk management; as well as accounting compliance

Mimi Steadman
March 4, 2024
Page Two

4. Where appropriate, encourage the committee to proactively contact highly qualified individuals whom members may know and recommend for the position; and
5. Develop and maintain a website devoted specifically to the search, with links to important information that will assist in the committee's recruitment process.