

This opportunity profile is designed to give you an idea of what your Executive Committee position will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**Role: Media Treasurer**

**Department:** Media (Supported by Marketing)

**Duties and Responsibilities:**

- a. Is responsible for all operational funding and budgeting issues within Media;
- b. Works with the Media Officer and Group Chairs to produce annual budgets and secure additional central funding from Bath SU;
- c. Acts as a primary financial signatory for the Media Group operational account in accordance with and up to limits set by Bath SU's financial procedures (Bath SU Regulation 2);

**Time Commitment:**

Average 3 hours a week.  
Plus attendance at Media Exec meetings and GMs.

**Venue:** URB, CTV and bathimpact, marketing office and across campus.

**Responsible to:** Media Officer & SU President

**Members of SU Staff:**

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager  
(h.freeman@bath.ac.uk)

- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

**Main Tasks:**

- Looking after the finances of media
- Keeping media on track with their spending

**Training and Support:**

- Handover training with the previous Media Treasure
- Committee training via skills training

**Useful Requirements:**

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Good with numbers
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	✓
Verbal Communication	✓	Time Management	✓	I.T.	
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

**For further info contact:**

SU President  
[SUPresident@bath.ac.uk](mailto:SUPresident@bath.ac.uk)

**Website:**

[www.bathstudent.com/media](http://www.bathstudent.com/media)