

### Role description: Race Equality Treasurer

<b>Role:</b> Race Equality Treasurer		<b>Department:</b> Advice & Support Centre			
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>Responsible for the group's finances, including keeping a record of any income and expenditure and ensuring that all such finances go through the groups SU account.</li> <li>Provide regular updates to the committee on the budget and what activities they are able to undertake within the budget.</li> <li>The group's finances must also be reported to the Diversity and Support Exec and to the D&amp; S Treasurer.</li> <li>If there are any issues with the Race Equality group's finances the Treasurer is responsible for reporting this to the SU Community Officer</li> <li>Co-ordinate with the committee to discuss allocation of funds to all group activities.</li> <li>Attend committee meetings.</li> </ul>		<b>Time Commitment:</b> One academic year minimum. <ul style="list-style-type: none"> <li>1-2 hours per week</li> <li>Attendance at group meetings.</li> <li>Liaison with members of relevant Students' Union and University bodies, as appropriate.</li> </ul>			
<b>Opportunities:</b> <ul style="list-style-type: none"> <li>Communication, organisation, time management and financial skills.</li> </ul>		<b>Venue:</b> No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).			
<b>Useful previous experience:</b> <ul style="list-style-type: none"> <li>Organisational skills.</li> <li>Leadership skills.</li> <li>Previous experience of a society and how it functions.</li> </ul>		<b>Supported by:</b> <ul style="list-style-type: none"> <li>Advice &amp; Community Manager</li> <li>SU Community Officer</li> <li>Advice and Support Advisors</li> </ul>			
<b>Skills Gained:</b>		<b>Training:</b> In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"> <li>General Admin.</li> <li>Finance.</li> <li>Democracy.</li> <li>Running events.</li> <li>Website &amp; publicity.</li> </ul>			
<b>Benefits:</b> <ul style="list-style-type: none"> <li>Make your own mark on a student group.</li> <li>Enhance your CV.</li> <li>Gain skills to enhance personal development.</li> <li>Meet new people.</li> </ul>					
Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communication	✓	Time management	✓	IT	✓
Delegation		People management	✓	Marketing	
Decision making	✓	Negotiation	✓	Planning	✓

**For further information contact:**

The SU Community Officer, [sucommunity@bath.ac.uk](mailto:sucommunity@bath.ac.uk), 01225 384223

[www.thesubath.com/diversity-support](http://www.thesubath.com/diversity-support)