

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

Role: Societies Treasurer

Department: Su Activities

Duties and Responsibilities:

- Working with the Chair ensure the society remains within budget as set by Activities Officer
- Act as a signatory on the societies account for sums up to £500
- Keeps regular accounts and spending plans for the year
- Brings accounts updates to Society Committee Meetings
- Knowledge and enforcement for the payment of society fees, including society membership and any other online payments
- Set up online products where appropriate
- Work with Chair to submit society budget request;
- Develop a detailed spending plan for the academic year before the start of Freshers' Week. This should be available to the SU Activities Officer on request.

Opportunity:

- Develop the society for members
- Engage members of the society with community activities.

Time Commitment:

3 hours per week, depending on the society's activities. Plus attendance at club meetings and GM/AGM

Venue:

Activities Office – Across campus

Responsible to:

Society Chair
SU Activities Officer

Benefits:

- Development of the society
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

Training and support:

- Handover training with previous Executive Treasurer
- Training Sessions with staff in the Finance Office- Team building sessions with the new Executive Committee
- Target Sessions on Executive Committee Development Plans

Useful previous experience:

- Participation in previous society events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Organisation and good with numbers
- Good skills with money and finance
- The ability to be firm and stand your ground

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	

Others (as specified below):

For further info contact:

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Website:

<http://www.bathstudent.com/socs>