

Role description: Student Minds Treasurer

Student Minds Treasurer	Dolo							
Duties and Responsibilities: 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. Provide regular updates to the committee on the budget and what activities they are able to undertake within the budget. The group's finances must also be reported to the Diversity and Support Exec and to the Diversity and Support Exec and to the Diversity and Support Exec and to the Day S Treasurer. If there are any issues with the Student Minds finances the Treasurer is responsible for reporting this to the SU Community Officer Co-ordinate with Chair, Social Secretary, Campaigns Rep and Events Reps to discuss allocation of funds to all group activities. Attend Student Minds Committee meetings. Opportunities: Communication, organisation, time management and financial skills. Communication of funds to all group activities. Communication organisation, time management and financial skills. Previous experience: Organisational skills. Previous experience of a society and how it functions. Skills Gained: Written communication Verbal c	Role:			Department:				
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