

Role description: Student Minds Treasurer

Role: Student Minds Treasurer		Department: Advice & Support Centre			
Duties and Responsibilities: <ul style="list-style-type: none"> 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 D& 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. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> 1-2 hours per week Attendance at group meetings. Liaison with members of relevant Students' Union and University bodies, as appropriate. 			
Opportunities: <ul style="list-style-type: none"> Communication, organisation, time management and financial skills. 		Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).			
Useful previous experience: <ul style="list-style-type: none"> Organisational skills. Leadership skills. Previous experience of a society and how it functions. 		Supported by: <ul style="list-style-type: none"> Advice & Community Manager SU Community Officer Advice and Support Advisors 			
Skills Gained:		Training: In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none"> General Admin. Finance. Democracy. Running events. Website & publicity. 			
Benefits: <ul style="list-style-type: none"> Make your own mark on a student group. Enhance your CV. Gain skills to enhance personal development. Meet new people. 					
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, 01225 384223

www.thesubath.com/diversity-support