



**University of Bath Students' Union
V Team Student Volunteering**



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

Role: V Team Treasurer

Department: V Team, Volunteer Office

Duties and Responsibilities:

Specific:

- Produce monthly finance reports
- Inform committee members & project leaders of allocated budgets
- Keep an eye on budgets for V Team Projects
- Authorise V Team payments
- Organise necessary bookings and payments, where necessary
- Investigate and source donations and sponsorship opportunities

All V Team committee members will be required to:

- support V Team promotional activities: Freshers Week, Refresh Week, Student Volunteering Week
- attend weekly committee meetings
- attend fortnightly members' meetings
- attend V Team socials
- volunteer, when available, to set a good example

Time Commitment:

Minimum 2 hours per week, but need to be flexible

Venue:

Student Volunteer Office / Various

Responsible to:

The V Team committee and membership
SU Community Officer
Volunteer Liaison Rep
Student Development Manager
Volunteer Support Workers

Opportunity:

- Develop financial and organisational skills
- Ensure that V Team budgets are adhered to

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management
- Chance to make a difference in the local community
- Meeting lots of likeminded individuals
- Chance to network with local charities for jobs
- Enhance your CV
- Volunteer Recognition Scheme

Useful previous experience/skills needed:

- Time Management
- Basic financial/book-keeping knowledge

Training and Support:

- Support from the Volunteer Office
- Various training available from Skills Training
- Specific role training available if required

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked X)

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation	X	IT	
Written Communication*	X	People Management	X	Organisation/Planning	X
Leadership*		Time Management	X	Creativity	
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*		Decision Making		Public Speaking	X

*Skills required for the Bath Award

For further info contact:
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Website:
<http://www.bathstudent.com/vteam>