**Treasurer**

**Role Purpose:** To monitor finances of [group name], delivering updates to the committee and to represent the group to external organisations.

**Role & Responsibilities:**

* To submit your groups budgets at the relevant time
* To monitor expenditure of the group
* To authorise expenditure within the group and sign off relevant financial paperwork
* To ensure that valid receipts are collated and submitted within the relevant timeframe
* To support and engage with other committee and your members and to contribute to your group initiatives
* To attend your committee meetings
* To participate fully in the Committee handover period and your AGM
* Add points specific to your group

**Responsible to:** The committee and general members

**Duration:** Academic Year 2020/21

**Working With:** You will be working with other committee and general members to support your group’s activities. You will also work with GK SU’s [Volunteer/Sports/Societies] Coordinator to ensure the smooth running of [name of group].

**Limitations of the role:** Any issues that can’t be resolved should be communicated to the Activities staff at GK SU.

**Support and Training:**

* You will be working with other committee members and general members to support your group’s activities. You have ongoing staff and sabbatical support available.
* You will receive committee training run by GK SU and a full induction on the resources and support available from the Student Activities Team. Additional training can be organised if required, based on your group’s needs.

**Benefits:**

* Develop new skills, such as leadership, teamwork and events planning
* Develop the following Graduate Attributes that employers want to see!

more info at [**www.kent.ac.uk/student/employability/grad-goals.html**](http://www.kent.ac.uk/student/employability/grad-goals.html)

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* Network and meet new people
* Make a real difference to your student experience
* Make a positive difference to the community and in other student’s lives.
* *Add points specific to your group*

**Skills required:**

* Budgeting, dedication, communication, enthusiasm, teamwork

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**Volunteer Agreement**

You can find a copy of the Volunteer Agreement on the Volunteer Resources page on the GK SU website. This agreement sets out what you can expect from GK SU and what we hope from you.

**Expenses:**

You are able to claim back expenses relevant to you group’s aims and objectives; these must be agreed in advance with the relevant staff member who is responsible for authorising your expenses.

**Eligibility:**

To be a President you must:

* Be a current student
* Be a member of GK SU
* Be a standard member of the Sports Club or Society that you are a running
* Be democratically elected in by the members of your group