

# Society Treasurer

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| <b>Aims of role</b>   | <p>The aim of this role is to empower students to deliver and create activities for the benefit of you and your peers at Roehampton.</p> <p>We expect you to develop skills in presenting data, income generation, budgeting, record keeping.</p> <p>This role is also a vital part of our aims as a registered charity. It ensures our members will have access to high-quality opportunities which build confidence and truly add value to their university experience.</p> |
| <b>Who this role is for</b>   | <p>Any current students at Roehampton (including Undergraduate, Postgraduate, Full Time, Part Time, Home or International).</p> <p>We are committed to widening participation in Societies and make any reasonable adjustments necessary to assist our volunteers in having an excellent experience with us. To find out more, get in touch with us at <a href="mailto:societies@roehampton.ac.uk">societies@roehampton.ac.uk</a>.</p>  |
| <b>Tasks and Responsibilities of the role</b>   |   |
| <ul style="list-style-type: none"><li>• To monitor the income and expenditure of the Society.</li><li>• To remind Committee members to get refunds for expenses they incur for the Society.</li><li>• To draft budgets for events, ensuring that you do not spend more funds than are lodged with us.</li><li>• To request payments to be made on behalf of the Society from RSU where relevant, for example paying invoices and for larger purchases.</li><li>• To identify opportunities to raise your revenue, either through sponsorship or other partnerships.</li></ul>   |   |
| <b>Person Specifications</b>  |   |
| <p>There are no qualifications required for the role, but in order to get the most out of your experience it will help if you are:</p> <ul style="list-style-type: none"><li>• Reliable</li><li>• Professional</li><li>• Able to work with others</li><li>• Willing to develop skills in managing your time</li></ul>   |   |
| <b>Process of Entry</b>   |   |
| <p>You can become a Society Treasurer in a number of ways:</p> <ul style="list-style-type: none"><li>• Starting a new Society. Proposals may be accepted at any point in the year and are responded to within 10 days. For more information visit our site: <a href="http://Start a Society (roehamptonstudent.com)">Start a Society (roehamptonstudent.com)</a></li><li>• Adopting an inactive Society. Societies may close due to inactivity, and you are able to restart these Societies. For more information visit our site: <a href="http://Start a Society (roehamptonstudent.com)">Start a Society (roehamptonstudent.com)</a></li><li>• Direct election to an existing Society Committee. Each active Society holds an election each year to elect the 3 core roles of a Society (President, Secretary, and Treasurer). For more information visit our site: <a href="http://Society Elections (roehamptonstudent.com)">Society Elections (roehamptonstudent.com)</a>.</li></ul> |   |
| <b>Supported by</b>   | <p><b>Harry Jones</b> he/him/his<br/>RSU Activities Coordinator<br/><a href="mailto:societies@roehampton.ac.uk">societies@roehampton.ac.uk</a></p>  |
| <b>Location and Hours</b>   | <p>Primarily on-site (including Whitelands), although some off-campus activity may take place depending on your planned activities.</p> <p>5-10 hours per week. This may increase or decrease, depending on the frequency of your activities. During your Volunteer Induction, we discuss how to fit your role around your</p>  |

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|   | studies.   |
| <b>Measures of success within the role</b>  | <p>Success is defined by you. We run a Volunteer Induction with each new Society Committee to discuss your goals for the year, and provide ongoing support such as drop-ins, emails, and structured Development Meetings to assist you in achieving them.</p> <p>We also host an RSU Awards Evening at the end of each year to celebrate the achievements of Societies and other volunteers. Our categories in previous years have included:</p> <ul style="list-style-type: none"> <li>• Society of the Year</li> <li>• Best New Society</li> <li>• Best Academic Society</li> <li>• Society Committee of the Year</li> <li>• Society Member of the Year</li> <li>• Student-led Event of the Year</li> </ul> <p>We also encourage students and staff to nominate our Societies for the National Student Volunteering Awards, which we have won two awards to date (Co-Exist Society, 2018. E-Sports Society, 2022).</p> |
| <b>Expenses relating to the voluntary role</b>  | <p>Any costs incurred relating to delivering your activities (including any promotional material you buy, service providers you hire such as instructors, snacks, etc) is refunded. The money used to refund this is the revenue raised from your Society memberships, ticket sales, or other products.</p> <p>We do not authorise refunds items for yourself or items solely for the benefit of the committee (for example individual lunches, car parking, or personal merchandise). We provide full training for Society finances which is accessible at any point in the year.</p> <p>We also are able to pay for items, such as invoices or online payments, should you not be able to incur a cost and wait for a refund. This is available on request.</p>  |
| <p>Date of Review: 17/03/2023<br/> Date of Next Review: 17/03/2024<br/> Signatory: Harry David Jones (RSU Activities Coordinator)</p> |  |