TREASURER

**Description**

It is the Treasurer’s responsibility to handle a society’s finances, sign off on purchases and budget. They need to know exactly where society finances stand throughout the year and be able to plan accordingly; working with other members of the committee to plan which events and activities the society can afford to carry out.

**Key Tasks**

Here is a breakdown of your main responsibilities:

Time Management and Liaison

* Work with the rest of the committee to create a term plan of events, and work out what finances and resources you will need to cover these
* Relay these plans into the Societies Accreditation form
* Work with the social secretary to ensure events stay within budget
* Attend regular committee meetings
* Apply for funding through the Societies Development Grant

Running and Managing the Society’s Accounts

* Signing all forms for payments, money requests and orders
* Keeping your Committee informed of your society's financial position
* Budgeting for this year and next
* Ensuring your club or Society does not get into debt
* Making sure all purchases adhere to Union regulations
* Ensuring that your society manages its money legally
* Ensuring other members of committee know of and follow Union financial processes

Planning and Time Management

* The Treasurer must know when major events e.g. balls, large socials and conferences will be held; working with the Chair and Secretary to seek fundraising, sponsorship, equipment, transport and speakers on time and on budget
* Provide the Union will full costings for bigger events you wish to run
* Be organised and manage time effectively, and give The Union enough time to process invoices

**Recommended Key Skills**

* Numerical competence
* Organisation
* Communication
* Decision making
* Team work
* Honesty and integrity
* Strategic thinking
* Time management
* Problem solving
* Ability to keep accurate records

**Training and Support**

The Union runs finance training throughout the year, which you can sign up to through The Union website [here](https://www.theunionmmu.org/events?event_type=workshop-or-training&search=), alongside a full day of society training.

You can see a member of the Opportunities team every weekday in person, at The Union, or email s.u.societies@mmu.ac.uk whenever you have a question or need advice. We also have a suite of online resources [here](https://www.theunionmmu.org/your-voice/committee-resources), to help you run your society.

**Commitment**

The Union recommends that each society have a committee meeting at least once a month. A chair of a larger society may have a commitment of:

* 1 hour every week for committee meetings
* 2 hours every week for a regular society event
* 1-2 hours every week budgeting, signing off purchase orders and reclaim forms, planning, keeping on top of communication from the Union

A chair of a small society may have a commitment of:

* 1 hour every fortnight for committee meetings
* 2 hours every fortnight for a regular society event
* 1 hour every week budgeting, signing off purchase orders and reclaim forms, planning, keeping on top of communication from the Union

**Skills and Experience You Gain**

As a committee member, you are gaining valuable volunteer experience. By the end of your time as treasurer, you will have built up a wide range of skills including:

* time-management
* communication
* working with other organisations
* producing costings and acquiring sources of funding/income
* logical thinking skills
* managing budgets