

Role description: Treasurer
Postgraduate Association Executive member

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

<p>Role: Treasurer</p>	<p>Department: PGA (Postgraduate Association)</p>
<p>Description: The Treasurer is responsible for managing the Postgraduate Association budget, and to advise the Postgraduate Association Executive Committee appropriately on its expenditure, income and finances.</p>	
<p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Attend PGA Executive Committee meetings. • Prepare a yearly estimate of expenditure and budget submission. • Maintain an up-to-date record of accounts. • Co-ordinate fund-raising and sponsorship. • Make necessary contact with external suppliers and sponsors. • Advise PGA Executive on financial matters. • Attend Student Finance Committee. • Attend the Finance Committee and report to the PGA Executive Committee on any issues affecting postgraduate students. • Liaise as appropriate with Students' Union staff and volunteers. • Positively promote the aims and objectives of the PGA. 	<p>Time Commitment: One academic year minimum.</p> <ul style="list-style-type: none"> • 1 hour per month (in PGA Executive committee). • 30 mins per month preparing for PGA Executive Committee (reading minutes and agenda). • 1 -2 hours as appropriate per PGA social event. • 1-2 hours per Student Finance Committee (4 per year). <hr/> <p>Venue: No single venue, but the Postgraduate Coordinator is based in 1E3.5</p> <hr/> <p>Supported by: Postgraduate Coordinator Community Officer (Student Officer) Education Officer (Student Officer)</p>

Useful previous experience:

Financial management training or experience would be useful but is not essential, but must be confident with finances and have an interest in student issues.

Benefits:

Free training, enhance your CV and gain experience of responsibility and management for group finances. And receive a free personalised PGA hoodie!

Skills Gained:

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

Written communication	✓	Teamwork	✓	Financial management	✓
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management	✓	Marketing	✓
Decision making	✓	Negotiation	✓	Planning	✓

Others as listed below:

Committee work

Glossary:

Student Finance Committee: Students' Union committee responsible for reviewing and setting budgets, attended by the Treasurers of all Students' Union Executive Committees, as well as Student Officers and Students' Union senior managers.

PGA Executive: the elected committee of the Postgraduate Association, who represent all postgraduates.

Student Officers: formerly known as Sabbatical Officers, Student Officers are elected full-time student trustees of the Students' Union, who play a key role in directing its work.

For further info contact:

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