

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 weekly 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, sponsorship opportunities and sustainable fundraising

**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 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:**  
V Team committee and membership  
Volunteer Support Coordinator  
Volunteer Liaison Officer  
SU Community Officer  
Societies and Volunteering Manager

**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

**Useful previous experience/skills needed:**

- Time Management
- Basic financial/book-keeping knowledge
- Verbal and written communication

**Training and Support:**

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

<b>Skills Gained:</b>					
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	X
Written Communication*	X	People Management	X	Organisation/Planning	X
Leadership*	X	Time Management	X	Creativity	
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*		Decision Making		Public Speaking	X

\*Skills required for the Bath Award