

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 that role.

**Role:** Sports Club Treasurer

**Department:** Students' Union Sports

**Duties and Responsibilities:**

- Working with the Chair ensure the club remains within budget as set by Sport Officer
- Act as a signatory on the club's account for sums up to £1000
- Keeps regular accounts and spending plans for the year
- Brings accounts updates to Club Committee Meetings
- Knowledge and enforcement for the payment of Club Fees, including club membership, BUCS fee and any other online payments
- Set up online products where appropriate
- Work with Chair to submit club budget request;
- Develop a detailed spending plan for the academic year before the start of Freshers' Week. This should be available to the SU Sport Officer on request.

**Time Commitment:**

3 hours per week, depending on clubs activities. Plus attendance at club meetings and GM/AGM

**Venue:** SU Sport Office – Across campus

**Responsible to:** Club Chair / Sport Officer

**Benefits:**

- Enhance your CV
- Gain experience of producing a budget request and controlling expenditure.
- Work with different departments within SU, for example marketing when looking for sponsorship.
- Volunteer Recognition programme

**Opportunity:**

- Gain key transferable skills, in particular Financial Management.
- Gain experience at club level for future opportunity at SU Sport exec level.
- Develop the club, making a difference to its members.

**Training and support:**

- In house training through Skills Training (finance, health & safety, BUCS, marketing etc)
- Support through all SU areas

**Useful previous experience:**

- Understanding of budgets, Numerical skills
- Knowledge and experience of club/SU procedures

**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	✓	I.T.	✓
Delegation		People Management		Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

**Others (as specified below):**

**For further info contact:**

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