

Role:
RAG Treasurer

Department:
RAG, Volunteer Centre

Duties and Responsibilities:

- To look over accounts at each month end and check for any problems
- To be a signatory on SU finance forms (raising cheques, transferring money, etc.)
- To approve budgets for events and major expenses
- To finalise the end of year donations
- To help source and secure sponsorship for RAG events

Time Commitment:

2-3 hours per week

Venue:

Volunteer Office/Finance Office

Responsible to:

RAG committee and membership, Volunteering Coordinator

Opportunity:

- To manage the central RAG accounts and oversee charity donations
- To support organisation and promotion of events

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Meeting a variety of like-minded individuals

Useful previous experience/skills needed:

- Time management skills
- Financial management skills

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from the SU's Events Committee
- Training sessions through the SU

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked) *Skills required for The Bath Award

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation		I.T.	X
Written Communication*	X	People Management		Organisation/ Planning	X
Leadership*		Time Management	X	Creativity	
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

For further info contact: Students' Union Community Officer sucommunity@bath.ac.uk 01225 384223

Website: thesubath.com/rag/