

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:**  
Rag Treasurer

**Department:**  
Rag, Volunteer Centre

**Duties and Responsibilities:**

- To look over accounts at each month end/checking for any problems etc.
- To be a signatory on Students' Union finance forms (raising cheques for charities, transferring money to other societies etc.).
- To attend weekly Rag meetings and committee meetings.
- To approve budgets for events and major expenses
- To finalise end of year donations amount with the Rag Secretary.
- To help source and secure sponsorship for RAG events

**Time Commitment:**

2-3 hours per week

**Venue:** Rag Office/Finance Office

**Responsible to:** Rag Committee and members, Volunteering Administrator

**Opportunity:**

- To manage the central Rag accounts and collaborate with Secretary to manage charity donations.

**Benefits:**

- Acquisition of graduate skills, such as organisation, teamwork and numeracy.
- Chance to make a difference in local community
- Meeting lots of like-minded individuals

**Useful previous experience/skills needed:**

- Time management
- Financial Management

**Training and Support:**

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

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

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	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X		

\*Skills required for The Bath Award