

THE TREASURER



2-3 Hours a week

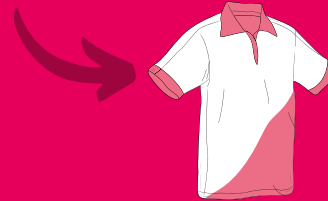
What is the Treasurer?

Manages the club's finances & accounts.



Benefits:

- ▶ Future career development opportunities.
- ▶ Recognised accreditations for extracurricular activity.
- ▶ Role-specific training & tailored support from NTU Sport.
- ▶ Opportunity to get a committee t-shirt!



Skills for your CV:

Budget management, forecasting and networking.

Main Responsibilities:

- ▶ Manage the club's income and expenses in accordance with NTU Sport procedures and ensure it's all up to date.
- ▶ Work with NTU Sport and your club to purchase equipment and other required items.

Pride. Unity. Respect.

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What is the role?

The Treasurer is a key role with responsibility for managing the club's accounts and finances. The Treasurer communicates and collaborates with other members of the committee to plan what events and activities the club can financially afford.

We are looking for someone who:

- Wants to give back to their club and/or sport.
- Is passionate about improving NTU Sport.
- Can prioritise and manage their time.
- Can organise financial information.
- Is accountable and reliable.

What skills will you develop?

- Understanding spreadsheets
- Budget management and forecasting.
- Partnership and networking.
- Communicating financial information.
- Understanding of NTU Sport financial systems and processes

What are the perks?

- Leave a lasting legacy within your club.
- Opportunities for future career development and support.
- Tailored support from NTU Club Development Officer / Head of Sport and finance team.
- Comprehensive role-specific training and guidance.
- A key role within NTU Sport and an opportunity to make a difference.
- Official university record of extra-curricular achievements (Higher Education achievement record).

Main responsibilities:

- Be an ambassador for NTU Sport's values: Pride, Unity, Respect.
- Manage the club's income and expenditure in accordance with NTU Sports procedures.
- Ensure all income and expenditure is tracked and up to date.
- Collaborate with other committee members e.g., the secretary to ensure membership and subscriptions are up to date.
- Report regularly to the committee on the club's financial position.
- Attend committee meetings, meetings with NTU Sport Finance team and the Annual General Meeting (AGM).
- Co-create and contribute to the implementation of the Club Development Plan.

Next steps:

- [Nominate yourself!](#)
- Nominations are open: 12pm (midday) Monday 10 February - 12pm (midday) Friday 21 February.
- Election voting: 12pm (midday) Friday 7 March – 12pm (midday) Thursday 13 March via the [NTSU app](#).
- If elected, you must attend Committee Welcome on Thursday 24 April.

Pride. Unity. Respect.