

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 higher education extracurricular activity
- ▶ Role-specific training & tailored support from NTU Sport
- ▶ Opportunity to get a committee T-shirt!



Skills for your CV:

Budget management & forecasting, networking.

Main Responsibilities:

- ▶ Manage the club's income and expenses in accordance with NTU Sport procedures and ensure it's all up to date.

Pride. Unity. Respect

THE TREASURER

Average weekly time
commitment: 2-3 hours

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 which 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?

- Setting up and understanding spreadsheets
- Budget management and forecasting
- Partnership and networking
- Communicating financial information

What are the perks?

- Leave a lasting legacy within your club
- Opportunities for future career development and support
- Tailored support from NTU Sport 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)
- Opportunity to purchase a bespoke committee-only shirt

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 or source sponsorship
- Report regularly to the committee on the club's financial position
- Attend committee meetings, meetings with NTU Sport Finance Assistant and the Annual General Meeting (AGM)
- Co-create and contribute to the implementation of the Club Development Plan.
- Understanding of NTU Sport financial systems and processes

Next steps:

- Nominate yourself. Nominations are open: 12pm (midday) 12th February - 12pm (midday) 23rd February
- Election voting: 8pm 7th March – 12pm (midday) 15th March via the NTSU app
- If elected, you must attend Committee Ready training in term 3 (date TBC)

Pride. Unity. Respect