

VOLUNTEER ROLE

SECTION TREASURER

As a key member of your region's Section you will be responsible for finances relating to the Section's activities. Local Sections organise technical and social events throughout the year.



Section Committees organise events throughout the year.
A Treasurer approximately volunteers half an hour to an hour a week.
The Treasurer's term is for three years, to coincide with the Chair's term of May-April.

Location: Home or office based and delivering events in your local area

What does the role involve?

- Keeping a full account of the Section's income and expenditure
- Keeping Section expenditure in line with budget
- Advising the Section committee on preparation of budgets
- Updating the committee of the financial condition of the Section
- Counting and banking any fundraising monies raised through Section activities
- Ensuring that all monies raised or received by the Section are paid into the Section's bank account as soon as possible in line with IGEM's policy
- Managing any financial assets, reserves and funds that are associated with the Section
- Submitting annual returns to IGEM, and providing any necessary additional information requested
- Preparation of an annual report to submit at the Section's Annual General Meeting, with a copy sent to IGEM
- Liaising with IGEM's Finance department

What skills or experience are required?

- Basic maths
- Good communication and organisational skills
- Team working
- Spreadsheet experience is useful but not essential

What will I get out of it?

- A sense of satisfaction in ensuring the Section's finances are balanced
- A chance to work with a group of committed and passionate people
- A sense of satisfaction in delivering events and supporting people's CPD
- Opportunities to network with people across the industry
- Supporting IGEM in delivering its Institutional and charitable aims and objectives
- An opportunity to build experience for your CV

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What support or training will I get?

- Regular and ongoing advice and support from iGEM
- Resources to support events and Section activities
- Payment of out of pocket expenses
- Basic induction to iGEM and to the role

Note:

The Scottish Section is a separately registered charity (ref SC006601) with the Office of the Scottish Charity Regulator (OSCR) there are some additional requirements regards to the charity accounting which requires audited accounts and auditors report submissions. (See www.oscr.org.uk for details).

The Treasurer for the Scottish Section also acts as the trustee with OSCR, part of this is submitting on time the annual audited accounts and auditor's reports in accordance with the requirements of OSCR