



Treasurer Committee Profile

Duties and Responsibilities

- Responsible for the financial affairs of LSU Fever.
- Authorizing spending of Fever's monies.
- Manage account books for both grant and club accounts and organize relevant functions i.e. Paying-in books, cheque books, issue receipts. Provide regular financial statements to the committee.
- Monitor spending for performances and events.
- Establish and maintain a relationship with the bank and the Student Activities Officer/Administrator.
- The Treasurer is required to prepare accounts to be made available to the Union Treasurer upon request. LSU Fever accounts must be handed to the Union Treasurer, for checking at the end of the Society Treasurer's year of office. All Account Books must also be handed in to the Union at the end of the academic year along with all cheque books, paying in books and other relevant documents.
- The signatories on the Bank Mandates must be the Club Treasurer, Club Chair, Student Resource Administrator and the LSU Finance Manager. Two of these signatures are required on every cheque.

Opportunities

- Gain valuable transferrable skills i.e. budgeting, organization and planning, teamwork, general financial management.
- Free training provided by LSU.
- The chance to make a difference.
- Looks great on your C.V.

Qualities

- Well organized
- Good with figures
- Thorough, with good attention to detail

Time Commitment

- Minimum 1 hour per week.
- Need to be easily contactable.
- Should attend most committee meetings.