



Know Your Role

Treasurer

The Role of a Treasurer

- Vital to the running of a student group
- In charge of managing funds and looking at the income generation for a student group
- Ensuring the checks are made of the groups accounts frequently
- Responsible for ensuring all procedures are followed correctly when running fundraising



Who do you need to know?



Jamie Traxon
Sports Development Coordinator



Michael Odejobi - Events and Participations Manager
Sharo Draey - Student Activities Coordinator
Jess Smith - Student Groups and Events Coordinator
Zander Lavall - Student Groups and Events Coordinator



Stella Leonie Webb - VP Activities & Participation
Ancha Joof - SU President
Alessio Di Vito - VP Education

These are just some of the staff that you will need to know. You'll also get to know our Front of House Staff too!

Important Information

- You have a bank account in the SU!
(DO NOT SET UP YOUR OWN
PRIVATE BANK ACCOUNT FOR YOUR
STUDENT GROUP!)

You should also complete the
Finance Processes workshop

- If you want to purchase items, we
can do this on your behalf, however
we say that if there are payments
under £50 you can make these
yourself and claim them back. (You
will need a receipt/Proof of
Purchase)



Useful Resources

- If you need to request a refund or process a payment of money into your groups account you will need to fill out the relevant form.

You can find these forms here:

<https://www.uwlsu.com/opportunities/resources/>

- A Refund Form – for requesting a refund
- Student Group Finance Form – If you are paying money into or claiming money from a Student Group
- RAG Form – If you want to fundraise for a charity