

## **Central Societies Committee**

### **Treasurer's Role**

The Central Societies Committee is the College Body responsible for the recognition and funding of University Student Societies. Its members are those registered students or staff members of the University who are either a Treasurer of a fully-recognised University Sodality or Association or who have been elected to the CSC Executive at the Committee's AGM. Officers of the CSC are bound by the Constitution, and both report and are responsible to the Committee and the Executive. Officers of the CSC work closely with the Committee's staff who administer the respective responsibilities and duties of each of the Officers.

### **Treasurer's Role Description:**

The Treasurer of the CSC works in the context of the CSC Executive which operates on the principle of collective responsibility and according to policies and protocols laid down by the Executive itself or the Committee and the Constitution.

The Treasurer:

oversees all financial matters of the Committee;

oversees the finances of all University Societies (saving those with very large turn-over, the oversight of which shall fall to the Honorary Treasurer), ruling on the adherence of the financial records of a University Society to the criteria defined for the same within the Grants Policy Document, and on whether said financial records satisfy the obligations upon University Societies stipulated by the articles of the CSC Constitution and the duly enacted Policies of this Committee, which records are submitted in accordance with the requirements of the CSC Constitution;

acts in conjunction with the Honorary Treasurer in drawing up budgets and drafting a Grants Policy Document;

acts in conjunction with the Honorary Treasurer in all the Committee's dealings with banks and other financial institutions;

chairs the meetings of the CSC Executive and of the Committee, in the absence of the Chairperson, the Honorary Treasurer and the Secretary, acting to ensure that all voices are heard;

shall also bear those duties which the Committee or the Executive shall from time to time require of them, providing always that such duties are not inconsistent with this Constitution.

Commitment:

The CSC Executive meets weekly during teaching term. Grant applications and funding decisions make up the main part of the Executive's business in the first term and there is one day-long meeting during Michaelmas Reading Week dedicated to this business

The Committee usually meets three times during the year for which a report must be prepared detailing the Chairperson work during the period since the last Committee meeting.

Office meetings between the Officers and the Staff take place fortnightly, ensuring a clear understanding of work in progress and an ability to update Executive on the outcome of its decisions.

The Treasurer must also attend such other meetings as required by the Executive on its behalf.

The Treasurer works closely with CSC Staff Finance Officer in exercising oversight of University Society finances.

The Treasurer is also required to maintain an Office Hour each week during teaching term to meet with Society Committee Treasurer who may wish for advice on their role.

Time Requirement:

The Treasurer of the CSC should expect to dedicate approx. 5/6 hours a week to CSC duties, averaged across the year. Time demands in Michaelmas Term are greater than those in Hilary Term. Meetings are the most time-consuming part of the role. Administration falls to the CSC's dedicated support staff.