

Voluntary group treasurer

Stroke Association Voluntary Groups provide long term social and peer support to people affected by stroke. They organise events and meet together to reduce social isolation and rebuild the confidence of members. A Voluntary group treasurer takes on specific roles and responsibilities in managing and reporting on the finances of the group.

What the role involves:

A treasurer for a voluntary group is one of the three key roles on any group committee (the other two being the chairperson and the secretary). As a voluntary group treasurer you will be responsible for these kinds of tasks:

- Preparing a financial summary for the Annual Review Meeting of the group.
- Keeping an ongoing record of all group income/expenditure using our Monthly Account Spreadsheet and ensuring all expenses and invoices are paid on time.
- Administering the group's bank account, including banking any cash or cheques, and potentially acting as a card or petty cash holder.
- Holding all paperwork and records relevant to the group's finances and submitting monthly accounts to the main local office.
- Ensuring the group complies with the financial guidelines as set out in the "Voluntary Group Handbook".
- Responding to any financial correspondence regarding the group, including keeping staff informed of relevant financial information.

Who the role might suit:

- To be an effective voluntary group treasurer you will be someone who has good numerical skills and has experience of some kind in working with numbers.
- If you're a person who enjoys working with numbers and are able to maintain clear and accurate financial records then this might be a good role for you.
- A group treasurer needs to be willing to work in line with financial guidelines, policies and charity commission's requirements.

What the role can offer you personally:

- As a treasurer you will play a significant role in supporting and developing a welcoming community for stroke survivors and carers in your local area.
- The role provides an opportunity to engage with your local community, meet new people and to lead and develop a vibrant and engaging local team.
- It also offers you a chance gain and develop professional skills and increase your employability by volunteering with a well-respected charity.

- Many of our treasurers say that this role is a great way to engage with, and support, their local community. They feel like they are making a difference and giving something back.

Training for this role:

We provide all of our voluntary group treasurers with training so they feel confident in the role and give the best possible support to stroke survivors.

Mandatory training that you need to undertake for this role is:

- Stroke Association Volunteer Induction (one day face-to-face course).
- Health and Safety for Clubs Groups and Cafes. Each group needs at least one committee member trained so this will depend on the needs of your local group.
- Treasurer Training (half day face-to-face course).

Additional learning opportunities are available to develop your skills and experience:

Leading Stroke Groups / Group Finances (online module) / Safeguarding / Client Assist / Hidden Effects of Stroke / Emotional Impact of Stroke / Supporting People with Aphasia / Stroke Ambassador Induction Training / Personal Safety For Volunteers.

We also offer ongoing support and expenses where appropriate.

Where and when you would volunteer:

The role is located in: New Oscott Retirement Village, Fosseyway Drive, Chester Road, Sutton Coldfield, Birmingham, B23 5LD.

You would be volunteering fortnightly on a Tuesday, 10:30am-1pm.

The person to contact about this role is: **Jodie Drust, Engagement Officer on email Jodie.drust@stroke.org.uk or call 07703 320 660.**

A Disclosure and Barring Service (DBS) check, an Access NI check or membership of the Protecting Vulnerable Groups (PVG) scheme may be required for this role.

Our vision is for there to be fewer strokes, and for people affected by stroke to get the help they need to live the best life they can.

Our core purpose is to be the trusted voice of stroke survivors and their families. We want to drive better outcomes in stroke prevention, treatment and lifelong support for everyone affected by stroke.

**Volunteer and
make a difference.**

Find out more about stroke, what we do and how you can help:
stroke.org.uk or call our
Stroke Helpline: **0303 3033 100.**