

SSEES Treasurer

Job description extracted from Section 7 of the Constitution of the School of Slavonic and East European Studies Students' Society

iii SSEES Treasurer

A. The aims of the officer are:

To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and ensuring these students are aware of all issues within UCL Union, the College and the School affecting them. This officer shall be a student based at SSEES.

B. Committees:

1. to serve on the following Union Committees:
 - a. SSEES Executive Committee;
2. to serve on any SSEES Committees as agreed by the SSEES Executive Committee.

C. Responsibilities:

1. to account for the financial activities of the SSEES Executive Committee to the Union;
2. to budget for proposed SSEES events and attend Finance Committee as appropriate;
3. to produce an annual financial report on behalf of the SSEES Executive Committee;
4. to aid the Finance and Administration Officer in their duties relating to SSEES;
5. to act as the SSEES site representative as appropriate.