

CEDu3a Volunteer Request Form

<p>Role for which a volunteer is sought</p> <p>CEDu3a Treasurer</p>
<p>Main tasks</p> <p>i) Overall responsibility for CEDu3a finances, including bank accounts, payments, setting and monitoring of budgets, production of the annual accounts and ensuring adherence to financial policies</p> <p>ii) Elected trustee of the CEDu3a with responsibilities that go with being a Trustee, including attendance at Executive Committee and officer holder meetings</p>
<p>Any experience or skills required (technical, physical, admin)</p> <p>i) Understanding of the role of a Trustee</p> <p>ii) Ability to work as part of a team</p> <p>iii) Financial/accountancy skills</p> <p>iv) IT and spreadsheet skills</p>
<p>Length of role (eg one off event, indefinite, short term, other)</p> <p>Trustees are elected for three years in the first instance and this can be extended after that.</p>
<p>Location for role (eg home, or external venue or both)</p> <p>Most work from home. Attendance at meetings of the Executive Committee and office holders' meetings at venues in Crouch End and Muswell Hill.</p>
<p>Contact</p> <p>Peter Stachniewski : e-mail - treasurer@cedu3a.org.uk</p>
<p>How will any expenses incurred be reimbursed?</p> <p>Limited direct expenses but any expenses incurred can be claimed back from CEDu3a.</p>

