



# UNIVERSITY OF CAMBRIDGE

The Proctors

## Senior Treasurer: Overview of Role & Responsibilities

### Statutes & Ordinances

CLUBS AND SOCIETIES Amended by Graces 4 of 4 October 2017 and 4 of 4 July 2018

3. By 31 December each year every registered club or society shall deposit with the Junior Proctor a copy of its accounts for the previous academical year **approved and signed by the Senior Treasurer who shall be a member of the Regent House or if not shall be a member of the Senate approved for the purpose by the Junior Proctor.** A club or society that has been permitted by the Junior Proctor to amend its constitution under Regulation 4 so as to remove the requirement to have a Senior Treasurer may be required by the Junior Proctor to submit its accounts in such manner as may be determined by the Junior Proctor in each case.

4. **A club or society whose constitution requires it to have a Senior Treasurer shall not amend its constitution so as to remove this requirement without obtaining the prior approval of the Junior Proctor** and submitting to the Junior Proctor a statement of its current financial position

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The role of the Senior Treasurer will vary from society to society, but for the majority of societies, a number of common themes remain central to the role:

#### 1. Finance

- a. Set up an annual budget with the junior Committee and monitor expenditure against the budget during the academic year;
- b. Assist in the preparation of the Society's annual accounts;
- c. Act as signatory for the Society bank account and sign off end-of-year accounts;
- d. Provide advice to the Junior Treasurer on account management and other financial matters;

#### 2. Governance

- a. Ensure that the Society conducts its business in a manner that is consistent with the provisions of the Society Constitution, including the running of the AGM and elections to Committee positions;
- b. The principal contact between the University and the Society;
- c. Support the society in complying with key legislation, such as GDPR;
- d. Ensure that the Society complies with University branding guidelines;

#### 3. Conduct

- a. Act as an independent assessor in the case of misconduct with the Society setting;
- b. Provide signposting to students in relation to student welfare matters;

The Junior Proctor is available to provide support and guidance to Senior Treasurers in a range of areas.