

## Friends Group Treasurer Role Description

### **Background**

There has been an increase in the opportunities for volunteers to enhance the work of Suffolk Libraries since it was divested from Suffolk County Council in 2012. Volunteers have contributed to the work of the service for many years, but the independent and charitable nature of the service means that there every library now has its own community group – also known as a ‘friends’ group’. These are groups of volunteers who help and support their library and raise money to enhance and improve it.

Community groups and volunteers have not replaced staff, but they have helped to develop new services and activities, increase library use, help libraries to buy new equipment and furniture, funded library refurbishments and funded extra opening hours in some places.

### **Commitment:**

Ideally a commitment of 2-3 hours per month

### **Key Elements of the Role:**

The treasurer acts as an information and reference point for the Chairperson and other committee members of the Library Friends Group in relation to the financial running of the group. The main elements of the role are:

- Ensuring that there is an appropriate financial system in place
- Fund raising with the other Committee members
- Ensuring that all income generated has been deposited in the bank and that all payments made out of the bank are legitimate
- Carrying out the banking as soon as possible
- Presenting accounts at the Friends Group AGM
- Keeping accurate and clear records

### **Person Specification:**

We are looking for a volunteer who is:

- Reliable and trustworthy
- Capable of handling figures and cash
- Has an orderly mind and methodical way of thinking
- Willing to explain figures if asked
- Has an eye for detail
- A team player able to liaise with Library Manager, staff and Friends Group Trustees

### **Suffolk’s Libraries Industrial & Provident Society Limited**