**Treasurer**

**Jeffrey Sung (MBBS III Hons)**

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| **Name of position:** | Treasurer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:** | Educate, Inspire, Empower  The treasurer plays a vital role in ensuring that the events and activities engaged with by Insight are in line with our values as an organisation. Functionally, this occurs by acting as a gatekeeper financially. All funding must be approved by the treasurer and the exec prior to allocation.  Practical roles  Setting the yearly budget (in consultation with the rest of the exec)  Maintaining the yearly budget whilst making sure committee members stick to it through mini-budgets, processing reimbursements, generating invoices  Monitoring Insight's finance and updating the executive on Insight's financial state; the Treasurer must be aware of Insight’s financial position at all times and this is heavily reliant on accurate record keeping.  Creating a draft budget for the incoming exec at the end of the year  In addition to the role of Treasurer, you are a member of the Insight Executive. You are involved in administrative decisions on behalf of Insight and are strongly encouraged to attend as many Insight committee meetings and events as possible. |
| **Positives of position:** | * Getting to work with/talk to everyone in the committee at least once * Most of your work as Treasurer can be done on your computer and is relatively simple once you've familiarised yourself with it * Being able to work with the Exec, steer the long term direction of Insight, and gain a greater understanding of how Insight operates * Being able to see the full range of activities Insight is involved with * People like you when you reimburse their money quickly (Aiming to send reimbursements within a few days) |
| **Negatives of position:** | * Processing reimbursements and updating the spreadsheet can be tedious * Having to tell people ‘no’ when it comes to spending * It can be difficult to carry out your Treasurer roles when you don't have access to your computer or the internet * Your budget plan for the year may have to change throughout the year e.g. a large sum of money is unexpectedly gained/lost * Handling cash and depositing at the bank |
| **Time required:** | About 2-5 hours a week. This is more at the start of the year whilst you're still familiarising yourself with your roles and preparing the budget or during event times. |
| **Ideas for the future:** | More frequent communication with committee members, particularly concerning their event budgets. |
| **Experience required:** | Basic Excel skills in order to update and edit the Treasurer budget spreadsheet is the only requirement. Previous budgeting experience is helpful, as is good financial literacy. A good balance between doing tasks quickly but more importantly efficiently and correctly is also important. |
| **Past office bearers:** | 2022: Jeffrey Sung (MBBS III Hons)  2021: Huy On (MBBS III)  2020: Vi-Seth Bak (MBBS III)  2019: Jude Dejanovic (MBBS IV)  2018: Joss Lines (MBBS IV)  2017: Thomas O’Neill (MBBS VI)  2016: Matthew Borg (MBBS VI)  2015: Hiep Tu (MBBS IV)  2014: Samuel Kwok (MBBS V)  2013: Joule Li (MBBS IV) |