



Children's Leadership Team

Treasurer and Vice-Treasurer

Job Description

- Support the Chair at all times
- Fill in for the Chairperson and the Vice-chairperson in their absence
- Meet regularly with Miss Grassie/Miss Bates to report on the budget
- Get copies of the budget summary on a half-termly basis
- Keep detailed records of spending
- Ensure the Children's Leadership Team stay in budget
- Make sure meetings run effectively with the Chairperson and Vice-chairperson
- Meet with Miss Grassie/Miss Bates before each meeting to set the agenda
- Make sure everyone is prepared for meetings
- Collect ideas posted from the Children's Leadership Team board
- Feedback regarding the Children's Leadership Team in half school assemblies
- Feedback to governors
- Feedback to the Headteacher after every meeting
- Keep individual folder up to date
- Mentor other children

The Treasurer needs to have the following qualities

- an organiser
- a good communicator
- able to balance budgets
- a good role-model
- reliable
- honest and hardworking

Signed _____ Treasurer

Date _____