**Stained Glass Group Vacancy: Treasurer**

The Treasurer maintains an overview of the group’s finances and is part of the Executive Committee along with the Chair and the Secretary. The Treasurer is expected to hold office for a fixed term of three years.

**Specific responsibilities:**

1. Arranging payment of invoices and expenses.
2. Maintaining up-to-date accurate records of transactions.
3. Producing an annual Group Budget for the forthcoming year.
4. Preparing a Treasurer's report for the annual AGM
5. Preparing event budgets alongside the group committee.

**Benefits:**

Working with budgets and finances is a key skill in both private practice and museum roles. Taking on the role of treasurer you will gain experience within a supportive environment and grow your confidence in this area. You will be involved in creating and organising exciting events and conferences and vastly expand your network of contacts.

If you are interested, or would like further information, please contact us at [iconstainedglass@gmail.com](mailto:iconstainedglass@gmail.com)