

Thank you for your interest in volunteering with Age UK Norwich. Volunteering is an amazing way to give something back to your local community and our existing volunteers tell us they find volunteering an enjoyable and rewarding activity for a range of reasons, such as learning new skills and meeting new people.

This document outlines the key aspects of this volunteering opportunity, its duties and the skills and experience we look for.

All our volunteer roles are subject to a Disclosure and Barring Service (DBS) check which is done FREE of charge.

ABOUT THE ROLE

Dance to Health is an evidence-based falls prevention dance group, with three classes running in Norwich (Lakenham, Mile Cross and Thorpe St Andrew).

The role of the treasurer is to take day-to-day responsibility for the Dance to Health group's money and manage the online bank account. This person will work closely with the Chair and Secretary, as well as other committee members, to communicate the finances at meetings and identify any concerns. The role will require a commitment of approximately 4 hours monthly and offers the opportunity to help older people continue accessing exercises that keep them active, healthy, fit and prevents Falls.

Provide regular ensuring the smooth functioning a small committee group with a number of basic tasks highlighted below.

RESPONSIBILITIES

Responsible for administrative tasks required by the group which includes;

- Record the expenditure and income in a clear set of accounts.
- To keep bank statements and invoices/receipts safe, and check they match accounts and resolving any discrepancies.
- Provide regular financial reports for the whole committee, in an understandable format. To include: balance at bank and cash, expected income and expenditure, and any concerns regarding cash flow.
- Support the committee to produce and agree an annual budget.
- Make sure that financial procedures and policies are in place to avoid the misuse of funds or loss of money, and ensure that everyone knows what these are.

- Report the annual accounts at the AGM and any regulatory bodies.

PERSON SPECIFICATION

The table below outlines the skills and background that would suit this opportunity.

Essential	Desirable
Confident in using online banking systems.	Experience of managing an account online for a personal, business or a community group.
Organisational ability. Well organised.	Experience of a committee is useful but not essential
Good communication and interpersonal skills. Ability to work well with the Chair.	
Impartiality, fairness and the ability to respect confidences.	Aware of issues affecting older people accessing the groups.
Approachable and sensitive to the feelings of others.	
Good time-keeping.	
Access to a computer or tablet and to the internet/email is required	

PRIMARY CONTACT

The secretary is part of the Dance to Health Management Committee and will report to the Chair of the Norwich Dance to Health group.

Age UK Norwich and Aesop will also act as support where needed.

TIME COMMITMENT

>>Insert role title << Role Description | >> insert date/year <<

Approx 4 hours per month

AGE RESTRICTIONS

Volunteers must be over the age of 18 for this service.

LOCATION

Norwich

EXPENSES

To be discussed and agreed with the Management Committee.

If interested please contact: