

PROJECT
at the meeting of the
Council of RSU Student Union
on 17 February 2021,
Minutes No. __

RSU ISA job description
Treasurer

The Office of Treasurer (hereinafter – Office) works in the interests of all RSU students, specifically, International students, monitors university news, regulations, reports changes therein, and advises students on various issues within their competence. Various projects are carried out aimed at the qualitative development of RSU students' studies.

Main job responsibilities:

1. Provide expense accounts regarding ISA Board and all ISA represented interest groups.
2. To draw up four times a year the budget report of Student Union (hereinafter - SU) in cooperation with the finance administrator of RSU SU to the Council.
3. Submit quarterly reports to the ISA board.
4. Coordinate the financial use of projects, in cooperation with the project manager, including direct communication with the project manager, estimates and financial reporting.
5. To provide assistance and advice to students and RSU ISA members on issues related to RSU ISA financial issues.
6. Create cooperation offers by attracting potential RSU SU and ISA supporters, sponsors, promoting long-term cooperation between them; and maintain RSU ISA supporters/sponsor databases in cooperation with RSU SU.
7. Examine cooperation offers received by RSU ISA in e-mails or other channels.
8. Coordinate the submission of reports by RSU ISA on the financial resources used.
9. Perform other tasks and duties on the instructions of the SU Council, the Board of SU or ISA or the Chairperson of the Executive Board.
10. Coordinate expenditures (checks and invoices) of all ISA's societies, interest groups and sport teams.
11. Communicate and work in close cooperation with the SU Financial administrator.

Additional obligations:

1. To know the structure and operational goals of RSU, RSU SU and ISA.
2. To promote positive recognition and attitude of ISA and SU amongst students, faculties, administrations and non-RSU parties.
3. Perform duties according to the developmental goals of ISA.
4. Get acquainted with ISA and SU statutes, hierarchical orders, RSU Constitution, and act in accordance with them.
5. Organize and participate in the development and maintenance of ISA, as well as in the implementation of quality policy.
6. To attend board meetings and actively participate in the decision-making process. If the Office is unable to attend, the ISA President/Vice-President should be notified in a timely manner, explaining the reason for the absence and reporting, in writing, on matters under the Offices' responsibility.

7. Handle the allocated resources responsibly and prudently.

Responsibility:

1. Comply with the ISA and SU statutes, hierarchy and internal rules.
2. To ensure that responsibilities are fulfilled in a timely manner and are of high quality.
3. To know the consequences of not fulfilling his/her responsibilities.
4. Achieving the developmental goals set by ISA.
5. Not to spread confidential and other information, that may harm ISA or SU.
6. To preserve and not damage entrusted materials.

Right:

1. To have fair, safe and healthy working conditions.
2. To request the ISA Board to suspend the decision if it is in conflict with the ISA or SU legislation.
3. Receive materials and technical support for the performance of their duties.
4. To manage the money and technical resources allocated by the Council.
5. Request information from RSU SU members, ISA board members, as well as representatives of other RSU organizations, which are necessary for the performance of duties.

RSU SU chairperson of the board _____ / /

RSU ISA Treasurer _____ / /