



| Type: guide | Northumbria Blood Bikes: Auxiliary Role Description - Banking Assistant | | |
|----------------|--|---------|---------------------|
| Owner: | Treasure | Author: | Monty Brun |
| Approved: | 21 st Nov 2017 | By: | Executive Committee |
| Doc Ref | AUX4301 | Version | 1.0 |

A. Why do we need this guide

This document sets out the roles and responsibilities of an Banking Assistant.

B. Who is responsible for this guide

The Treasurer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Banking Assistant role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Banking Assistant role.

1. Aims of the Role

- 1.1.** The Banking Assistant will support the Treasurer in receiving and counting any monies raised by the charity.
- 1.2.** Counting money can be a heavy and sometimes dirty activity, which is not suited to everyone

2. Who does this role report to

- 2.1.** The Banking Assistant reports to the Treasurer.
- 2.2.** The Banking Assistant may need to liaise with other members of the committee as deemed necessary to carry out the role effectively.

3. Responsibilities and Duties of the role

- 3.1.** The Banking Assistant will assist with:
 - 3.1.1.** Accepting delivery of monies, including cheques, from events and/or collection points.
 - 3.1.2.** With at least two members present, empty and count, preferably in pairs, any NBB collection buckets/tins, recording the amount on the appropriate NBB form.
 - 3.1.3.** Advise the Treasure, within 48 hours, of the amount taken for each event, agreeing where and how the monies are to be banked
 - 3.1.4.** Resealing buckets/tins ready for further use, recording destination/location when collected by others.
 - 3.1.5.** Banking Assistants will make themselves available, as required, to events assistants at least one week before planned events, to enable the coordination of collection and delivery of collection buckets/tins.
 - 3.1.6.** Record the location and date delivered of any collecting tins outside any NBB events.

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member
 - 4.1.1.** Additional requirements for website access:
 - This role does not require access to the Mail to All facility.
 - This role does not need to create website pages.
 - 4.1.2.** Additional requirements for OLRs access:
 - This role does not require additional access to the OLRs.
 - 4.1.3.** This role has Additional requirements for Email access:
 - This role requires a role-based distribution email address, this should be set to bankingassistant#@northumbriabloodbikes.org.uk, where # donates the banking assistant number.

**Northumbria Blood Bikes:
Auxiliary Role Description - Banking Assistant**

Version Control and History

| Date | Version | Author: | Reason For Change |
|---------------------------|----------------|----------------|--------------------------|
| 21 st Nov 2017 | 1.0 | Ronnie Paton | First Version |
| | | | |