

Volunteering essentials

PARKINSON'S^{UK}
CHANGE ATTITUDES.
FIND A CURE.
JOIN US.

Thank you for your interest in joining Parkinson's UK's volunteer team. Volunteers started the organisation in 1969 and are still central to the charity today. Roles vary from photography and campaigning to educating and fundraising. If you join our team, we will aim to provide a rewarding and worthwhile experience for you. All Parkinson's UK volunteers must be aged 18 or over.

Volunteer Role Description

Volunteer role

Branch Treasurer

Location

Bolton

Time commitment

2-3 hours a week

What the role involves

Local groups across the UK are run by volunteers and offer friendship and support to people living with Parkinson's, their families and carers across the UK. The Bolton Branch is active within your local community and regular activities include group meetings, exercise classes, cafes, and a carers group

The Branch Treasurer leads the financial activity of the group. Working closely with the Branch Chair, you would:

- accurately record financial activity, keeping the group and the Parkinson's UK Office informed of the group's financial position
- keep up to date on Parkinson's UK's financial policies and share them with the group
- provide regular reports to the committee on the financial status of the group including final accounts at the annual general meeting
- engage with local staff and volunteers to meet the needs of local people affected by Parkinson's
- deal with financial administration for the group, including sending annual

financial returns to the UK Office, ensuring volunteer expenses are paid accurately and working within the guidelines provided

- be a signatory on the group's bank accounts
- work with the Volunteer Co-ordinator to enable the group to operate within Parkinson's UK's guidelines to bring forward the day when no one fears Parkinson's.

What you could get out of volunteering

As the Branch Treasurer you would have the opportunity to:

- do something meaningful for people affected by Parkinson's within your local area
- meet new people and make new friends, both in the group and in our local community
- learn and develop valuable financial, administrative and communication skills
- make a valuable contribution to the success of the group
- gain and develop experience volunteering in a financial capacity, especially in relation to bookkeeping
- be part of an innovative and inclusive organisation committed to finding a cure and improving life for everyone affected by Parkinson's.

What we're looking for and why

We are looking for volunteers who:

- have strong numerical and communication skills, as you will be working with a wide range of people and leading the group's finances
- be collaborative and team focused, as you will need to discuss the group's finances with the committee and local staff
- are able to make balanced decisions taking into account multiple views in order to meet the needs of local people with Parkinson's
- have a positive attitude to make things happen in our local community
- will contribute to meetings in an open and inclusive way so that the views and feedback of people with Parkinson's shape the support the group provides
- have basic IT skills to communicate efficiently with other volunteers, staff and people affected by Parkinson's in our local area.

Previous financial or accounting experience is not essential but would advantageous.

You may also be asked to undertake relevant learning and development

Volunteer role description form

opportunities and be invited to attend events and meetings.

To be a signatory on a local group bank account, banks will perform a credit check. For this reason, volunteers cannot undertake this role if they have been declared bankrupt.

Training and support provided

Volunteers starting a new role will complete the Parkinson's UK Induction created by volunteers, for volunteers. Our award winning range of videos, exercises and vital information covers what you need to know about the charity, the support available to you and other useful resources. You can access it on our website at <https://www.parkinsons.org.uk/content/volunteer> or will be provided with a hard copy version.

It's really important that people affected by Parkinson's can trust us with their personal information. As a Branch Treasurer you would be handling personal or sensitive data and will complete Our Information Matters training so that you can confidently carry out your role. Your Parkinson's UK staff contact will provide guidance and training.

Throughout your role your Parkinson's UK staff contact will provide you with additional support and learning resources you may need including guidance, training and online learning options.

References

We ask volunteers to provide details of a referee for some of our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them.

Does this role require a reference? Yes No

Volunteer expenses

We believe that no Parkinson's UK volunteer should find themselves out of pocket because of expenses incurred when carrying out their volunteering activities on our behalf. As a volunteer you can claim out-of-pocket expenses in line with Parkinson's UK's Volunteer Expenses Policy.

Criminal record checks

Some of our volunteer roles are classed as regulated activities supporting vulnerable people, and volunteers applying for these roles will be asked to undertake a criminal records check. This is at no cost to the volunteer. Your Parkinson's UK staff contact will provide you with further information on this process.

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Does this role require a criminal records check? Yes No

Have you any questions?

If you would like some more information or have any questions about this role, please contact the Volunteering team on **volunteering@parkinsons.org.uk** or telephone **020 7963 9328**. You can also visit our website **parkinsons.org.uk/volunteer**.

Thank you for your interest in volunteering as part of our team!

Volunteer role description form

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