

 **Scout Group**

**Role description for Group Treasurer**

**Name:**

**Outline:** The Treasurer will provide sound financial administration, support and information to the Executive Committee and Group,

**Responsible to:** The Group Council and Group Executive Committee

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**Main Contacts:** Group Chair, Group Scout Leader, Group Executive Committee members, District Treasurer.

**Appointment requirements:** Requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

**The Responsibilities of the Treasurer:**

* Manage and monitor the financial activities of the Group and its Sections.
* Act as Treasurer for the relevant Scout Council.
* Prepare and present financial reports and accounts to the Executive Committee.
* Leading the Executive Committee in the creation of budgets and financial planning and monitoring of these.
* Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
* Ensuring that the Group, is financially able to function, has appropriate reserves and accounting procedures and controls in place.
* Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee and presenting these at the Annual General Meeting.
* Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
* Membership and attendance of any finance working groups or sub-Committees set by the Executive Committee where appropriate.

**General Executive Committee Responsibilities:**

* To be a full and active participant in Executive Committee meetings and activities.
* To uphold the responsibilities of an Executive Committee as outlined in The Scout Association’s Policy Organisation and Rules.
* Willingness and eligibility to act as a Charity Trustee for the Group.
* Contribute to the strategic aims and future development of the Group.
* Willingness to complete various tasks which support the work of the Executive Committee and aims of the Group.

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| Signed and dated (Volunteer)Signed and dated (GSL / Group Chair) |