



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

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.

Signed and dated (Volunteer)

Signed and dated (GSL / Group Chair)