

# Role Description



**Role Title:** Treasurer (Executive Committee)

## What does this mean?

Treasurers are responsible for looking after the financial administration of the Executive Committee and Group, along with providing the relevant support and information needed for it to function. This is to be in accordance with all applicable policies including the Policy, Organisation and Rules of The Scout Association.

## Who is responsible for you?

Scout Council

## Requirements if you take on this Role:

This role requires the completion of:

- Module 1E

And if taking part in events/activities where responsible for young people also:

- Ongoing safeguarding and safety training.

## Main Tasks:

- Manage and monitor the financial activities of the Group and Executive Committee.
- Act as Treasurer for the Scout Council.
- Prepare and present financial reports and accounts to the Executive Committee.
- Lead the Executive Committee in the creation of budgets and financial planning.
- Monitoring of budgets and financial plans.
- Ensure all financial reports, annual statements of accounts and supporting documents are maintained accurately and in accordance with legal regulations.
  - Such documents include:
    - Receipts
    - Cheque Books
    - Bank Statements
- Ensure the Group can function financially and has appropriate reserves.
- Ensure the group has appropriate accounting procedures and controls in place.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee.
- Present the Annual Statement of Accounts to the Annual General Meeting (AGM).
- Administer the process of Independent Examination of the Annual Statement of

Accounts in accordance with Policy, Organisation & Rules.

- Membership and attendance of any financial working group or sub-committee set by the Executive Committee where appropriate.

**Wider Group Tasks:**

- Follow Group's financial procedures which must be in accordance with Policy, Organisation & Rules.
- Attend and Contribute to relevant Group and District Meetings.
- Willingness and eligibility to act as Charity Trustee for the Group
- Contribute to the strategic aims and future development of the Group.
- Understand the role of Treasurer and the role of others on the Executive Committee.
- Willingness to undertake and complete tasks which support the work of the Executive Committee and aims of the Group.

**Other things you may be asked to help with:**

- Support Fundraisers organised by others within the Group.
- Setup and make Gift Aid claims as required.
- Research and advise Executive Committee on alternative banking solutions.
- Investigate possible fundraising options including grants etc, with the help of the fundraising team.
- Any other tasks as agreed with the Group Scout Leader

NB: Some of these tasks may be delegated to other members of the Executive Committee or other Group Leaders, but will remain the responsibility of the Treasurer.

\*\*\* There are additional "un-official" roles that you may be able to do alongside this role to help the Group, however the additional role should not take away your ability to fulfil this one. \*\*\*