

Role description for a ... Group Treasurer



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0845 300 1818

Title: Group Treasurer

Outline: To assist the Group Chairman in the effective financial administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound and effective financial administrative support and information to the Scout Group

Responsible to: Group Chairman.

Main Contacts: Members of the Group Executive, District Treasurer, Group Scout Leader, Group Scouters, Group Secretary and Group Chairman.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

"General" Main Tasks	"Specific" Tasks Agreed with the Group Chairman
• Act as Treasurer to the Scout Group Council	
• Act as Treasurer to the Scout Group Executive Committee	
• Work closely with and support the Scout Group Chairperson	
• Set the Annual Budget for the Scout Group	
• Provide sound administration in respect of the obligations according to POR, including: insurance, fundraising, maintenance of Group Property.	
• Ensure completion of the Annual Scout Group Accounts in accordance with the guidelines laid down by the Charity Commission	
• Receive all monies on behalf of the Scout Group, to keep account of all funds and payout on the authorisation of the Group Executive Committee	
• Receive individual Group membership subscription fees and forward them to the District Treasurer	
• Maintain effective communication with the District Treasurer	
• Be a full and active member of the Group Executive Committee.	
• Work with the Group Executive Committee to attract funding / grants / income to the Group	

The Scout Information Centre

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