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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Campsite Management Committee – Treasurer/Financial Officer
<b>REPORTS TO</b>	Campsite Management Committee
<b>DIRECT REPORTS</b>	(INSERT DIRECT REPORTS)
<b>LIAISES WITH</b>	<p>Branch Managed Campsites</p> <ul style="list-style-type: none"><li>○ Deputy Chief Commissioner (Major Activities)</li><li>○ Branch Commissioner (Campsites)</li><li>○ Branch Adviser (Branch Equipment and Activity Store)</li></ul> <p>Branch, Region, District or Group Campsites</p> <ul style="list-style-type: none"><li>○ Region Commissioner</li><li>○ Assistant Region Commissioners</li><li>○ Region Leaders</li><li>○ District Commissioner</li><li>○ District Leaders</li><li>○ Group and Section Leaders as users of the campsite</li><li>○ Youth Members as users of the campsite</li><li>○ Public Campsite Tenants</li><li>○ Branch Support Office Chief including Finance Team</li><li>○ Project campsite subcommittees</li></ul>
<b>DELEGATIONS</b>	Financial Delegations – Branch Campsite Management Committee
<b>PURPOSE</b>	The purpose of the Treasurer/Financial Officer role on the Campsite Management Committee is to are to manage the financial affairs of the Campsite Management Committee including payment of accounts, recording financial transactions, preparing a yearly budget, providing monthly financial reports for the consideration of the Committee and preparing an annual financial statement of the Campsite Management Committees operations for the year.

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<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. In consultation with the Branch Support Office – Finance Division, operate and maintain the accounts of the Campsite Management Committee (including project campsite subcommittees) including receipting of all money, issuing receipts, banking, and presenting accounts and invoices to the Campsite Management Committee for payment.</li></ol>
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2. Prepare in consultation with the rest of the Committee an annual budget for consideration of the Campsite Strategy Committee and approval by the Branch Finance Committee and Branch Executive Committee that reflects the operating costs, maintenance costs and enhancement project proposed for the ensuing year.
  3. Monitor and record the actual costs of operating, maintaining and enhancing the campsite against the budget approved by the Branch Executive Committee.
  4. Prepare a monthly financial statement reflecting the Campsites financial position in respect of the approved budgeted figures for consideration by the Committee and forwarding on to the Campsite Strategy Committee as part of the Committee's monthly report to the Campsite Strategy Committee.
  5. Prepare an annual financial statement for inclusion in the Campsite Management Committee's annual report to the Campsite Strategy Committee.
  6. Be willing to undertake a leadership role for the campsite in an emergency when other members of the Campsite Management Committee are not available.
  7. Any other responsibilities requested by and in support of the Chief Commissioner.

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## **CRITERIA**

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
2. Be enthusiastic and able to motivate, build, lead and chair teams among both youth and adults.
3. Be inclusive in leadership style.
4. Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
5. Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
6. Be able to mediate, carry out investigations, write reports and make recommendations.
7. Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
8. Relevant management qualifications or experience.



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**ROLE SPECIFIC CRITERIA**

1. Be willing to be a member of any project campsite subcommittee as requested by the Committee.
  2. (INSERT ROLE SPECIFIC CRITERIA).
  3. (INSERT ROLE SPECIFIC CRITERIA).
  4. (INSERT ROLE SPECIFIC CRITERIA).
  5. (INSERT ROLE SPECIFIC CRITERIA).
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