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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Group Support Committee Treasurer
<b>REPORTS TO</b>	Group Support Committee Chairperson
<b>DIRECT REPORTS</b>	
<b>LIAISES WITH</b>	Other Member of Group Support Committee Parents and supporters of the Group Group Leader Assistant Group Leader
<b>DELEGATIONS</b>	Signatory to Group accounts within the delegation of GL as described in QBSI 9.14
<b>MEASUREMENTS</b>	Finance return submitted by due date Net profit (loss) \$ YTD \$ Actual revenue/budget revenue YTD % Actual costs/budget costs YTD Total current assets \$ % current assets/total assets \$ GST recovered YTD
<b>PURPOSE</b>	This role is to <u>provide</u> Scout Group financial operations advice and support to the Group Support Committee Chairman and Group Leader.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• To provide support and assistance to the Group Leader and Assistant Group in providing for and accurately accounting for the financial resources of the Group</li><li>• Conduct the financial operations to meet the requirements of Policy &amp; Rules and Queensland Branch Scouting Instructions (QBSI)</li><li>• To prepare a budget each year for the operation of the Group and to recommend the setting of the group fee for the year</li><li>• To provide assistance and support to the Group Leader and Assistant Group Leader with the preparation of the Group Plan</li><li>• Provide regular updates of expenditure v's budget at the regular Group Support Committee meetings</li></ul>
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- Assist the Group Leader with the preparation of the written Annual Report, by arranging the provision of an audited financial return
  - Prepare the Financial report for the Group leader to submit to Scouts Queensland
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#### **CRITERIA**

- A personal commitment to the Purpose and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- Be enthusiastic and able to motivate, build, lead, and chair teams involving both youth and adults.
- Be inclusive in leadership style.
- Be able to communicate effectively with all levels in Scouting.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.

#### **ROLE SPECIFIC CRITERIA**

- Relevant financial qualification or experience would be highly desirable
  - Become member of Scouts Queensland
  - Holding a current Working with Children Card (Blue Card) linked to Scouts Queensland.
  - Undertake the following On Demand modules
    - within 3 months of taking up the role
    - Child Safe Scouting
    - WHS for Scouting
  - Within 6 months of taking up the role
    - Effective Group Support committees
    - How to be a Scout Group Treasurer
  - Not Mandatory but would be beneficial to complete
    - Communication
    - Managing Conflict
    - Delegation
    - Relationship Skills
    - The Scout Method
    - Effective Group Management
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