



D U T Y S T A T E M E N T

TITLE OF POSITION	Group Support Committee Treasurer
REPORTS TO	Group Support Committee Chair
DIRECT REPORTS	Nil
LIAISES WITH	Other Member of Group Support Committee Parents and supporters of the Group Group Leader Assistant Group Leader
DELEGATIONS	Signatory to Group accounts within the delegation of GL as described in Delegation of Authority Standard PFM- STD-02
MEASUREMENTS	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
PURPOSE	This role is to provide Scout Group financial operations advice and support to the Group Support Committee Chair and Group Leader.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• 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.• Conduct the financial operations to meet the requirements of Policy & Rules and Queensland Branch Scouting Instructions (QBSI).• To prepare a budget each year for the operation of the Group and to recommend the setting of the group fee for the year.• To provide assistance and support to the Group Leader and Assistant Group Leader with the preparation of the Group Plan.• Provide regular updates of expenditure v's budget at the regular Group Support Committee meetings.
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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 Aim 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.
 - Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
 - Be enthusiastic and able to motivate, build, lead, and mentor teams among both youth and adults.
 - Be inclusive in leadership style.
 - Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
 - 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.
 - Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.
 - Have a sound understanding of Child Safety in accordance with Qld. Branch Policies, Principles, Standards and Procedures.
 - Proven ability to prioritise workloads and multitask to ensure commitments are completed in a timely manner.
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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
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- 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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