

## Being Treasurer for 1<sup>st</sup> Chandler's Ford Scout Group

Thank you so much for considering volunteering to help us as a member of our Executive team.

### 1<sup>st</sup> Chandler's Ford Scout Group

The 1<sup>st</sup> Chandler's Ford Scout Group is part of Chandler's Ford District Scouts within the heart of Hampshire. We are one of the largest Groups in the area and continue to grow.

We have 2 Beavers colonies, 2 Cub packs and 2 Scout troops in our Group. For further details please see our website <https://1stchandlerfordscouts.co.uk>

Each Scout Group is run by a team of Leaders and Section Assistants who run the Section meetings for our Young People, and an Executive Committee who work behind the scenes to ensure the Group runs in a safe and efficient manner in accordance with The Scout Association's Policy Organisation and Rules.

## Role of Group Treasurer

**Outline:** The Treasurer will provide sound financial administration, support and information to the Executive Committee and Group in accordance with the Policy, Organisation and Rules of The Scout Association.

**Responsible to:** The relevant Scout Council and other members of the Executive Committee..

**Appointment requirements:** Must successfully complete the appointment process. This process includes having a Scouts DBS check and meeting with the District Appointments Committee to ensure you understand the role. You will need to complete 5 short online training modules within 5 months of starting in role.

It's expected that whilst volunteering for this role you will undertake regulated activity.

### The Responsibilities of the Treasurer:

- Manage and monitor the financial activities of the Group and its Sections and Executive Committee.
- Act as Treasurer for the relevant Scout Council.
- Prepare and present financial reports and accounts to the Executive Committee.
- Leading the Executive Committee in the creation of budgets and financial planning and monitoring of these.
- Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.

- Ensuring that the Group is financially able to function, has appropriate reserves and accounting procedures and controls in place.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee and presenting these at the Annual General Meeting.
- Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
- Membership and attendance of any finance working groups or sub-Committees set by the Executive Committee where appropriate.

### **General Executive Committee responsibilities:**

- To be a full and active participant in Executive Committee meetings and activities.
- To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the Group.
- Contribute to the strategic aims and future development of the Group.
- An understanding of their own role, and the role of others on the Executive Committee
- A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Executive Committee.
- Willingness to complete various tasks which support the work of the Executive Committee and aims of the Group.

### **Skills for a Treasurer:**

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Previous experience of financial management or the role of a Charity Treasurer
- Able to analyse financial information effectively
- Good IT skills
- Ability to summarise financial information for different audiences
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement

### **How to Apply:**

If you are interested in becoming our Group Secretary or have any questions about the role, please email Phil (Chair) at [chair@1stchandlerfordscouts.co.uk](mailto:chair@1stchandlerfordscouts.co.uk)