

SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

Honorary Treasurer

Mafeking Rover Park Management Group



Title	Honorary Treasurer
Reports to	Chairman – Mafeking Rover Park
Measurement	Membership, Quality and Participation.

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The Honorary Treasurer manages all finances for the Mafeking Rover Park and provides reports to the Mafeking Rover Park Management Group and Victorian Rover Council on the Financial Status of the asset.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

1. Objectives/Outcomes

- Responsible to the Chairman and the Management Group for advice on all matters pertaining to Mafeking's financial position.
- Producing financial reports for the information of the Management Group every month.
- Ensuring that all monies received by Mafeking Rover Park are properly recorded and banked and that expenses are promptly paid or reimbursed.
- To coordinate the production of an annual budget and audited consolidated financial statement of the Mafeking Rover Park activities for presentation to the VRC and the Victorian Branch (the VRC financial year runs from 1 July to 30 June).

2. General

- Attend MRPMG Town Halls
- Provide Agenda Items one week before the monthly Town Halls to the Secretary
- Be an active and visible member of the Team participating in, attending and supporting events
- Advocate for the MRPMG as required with other members of scouting, promoting and supporting the benefits of the Park
- Other duties as requested by the Chairman – Mafeking Rover Park or Victorian Rover Council



SCOUTS AUSTRALIA (VICTORIAN BRANCH)

ROLE DESCRIPTION

Honorary Treasurer

Mafeking Rover Park Management Group



ATTITUDE, SKILLS, KNOWLEDGE and QUALIFICATIONS REQUIRED

Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Enthusiasm, positivity and resilience
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

1. Ability to communicate with and motivate youth, young adults and adults
2. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations

Qualifications

1. To be a fully qualified accountant with a minimum of two years relevant business experience, or have significant experience in a relevant field.

Notes

1. This is an appointed position and is more likely to be held by an Advisor than a Rover
2. The initial term of appointment will be for three years, and maybe renewed for additional three-year terms

