

Role description for a ... District Treasurer



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0845 300 1818

Title: District Treasurer

Outline: To assist the District Chairperson in the effective administration of the Scout District in accordance with Policy Organisation and Rules of The Scout Association.

Responsible for: The provision of sound financial administrative support and information to the Scout District.

Responsible to: District Chairperson

Main Contacts: Members of the District Executive, County Treasurer, Group Treasurers, District Scouters, District Commissioner.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File.

"General" Main Tasks	"Specific" Tasks Agreed with the District Chairperson
• Act as treasurer to the District Scout Council	
• Act as treasurer to the District Executive Committee	
• Work closely with and support the District Chairperson maintaining effective communication	
• Set the Annual Budget for the Scout District	
• Work with Group Treasurers and ensure the completion of the District Annual accounts including the receipt and monitoring of financial statements from each Scout Group	
• Ensure the completion of the District Annual accounts in accordance with the guidelines laid down by the Charities Commission	
• Maintain such records and lists of members and associate members for the efficient administration of the Scout District	
• Maintain effective communication with the District Chairman and other members of the Executive Committee	
• Be a full and active member of the District Executive Committee	
• Receive all monies on behalf of the District, to keep account of all funds and to pay out on authorisation from the District Executive Committee	

The Scout Information Centre

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• Provide sound administration in respect of the obligations according to POR	
• Maintain effective communication with the County Treasurer	
• Receive group membership subscriptions and forward them to the County Treasurer	
• Work with the County Executive Committee to attract funding / grants / income to the County	