



## SCOUTS AUSTRALIA

### POSITION DESCRIPTION - VOLUNTEER POSITION

Title: **Honorary National Treasurer - (Treasurer)**  
Location: National Office - Scout Australia House, Level 1/8 Help Street, Chatswood, NSW, 2067  
Reporting line: Scouts Australia's National Executive Committee (**NEC**) and National Council (**NC**)  
Relevant Policies: Policies, guidelines, Code of Ethics and Code of Conduct of Scouts Australia

#### **ROLE SUMMARY:**

The Treasurer is a volunteer position, appointed annually for a term of 12 months by the National Council of Scouts Australia. The Treasurer is a member of the NEC the governing body of Scouts Australia and is also a NC member.

#### **RELATIONSHIPS:**

The Treasurer works closely with a variety of groups including staff and volunteers, community organisations and government. Operationally the Treasurer works closely with the National General Manager (NGM), Chair NEC and the finance staff in the National Office at Chatswood.

#### **APPOINTMENT TERM:**

The appointment term is normally for three years, renew annually

#### **APPOINTMENT PREREQUISITES:**

1. Be a registered CA or CPA or equivalent
2. Been practising as an Accountant for at least 10 years
3. Demonstrate knowledge of investing and investment strategies
4. Agree to and sign the Scout Australia Code of conduct, Code of Ethics and Policies and Rules of Scouts Australia
5. Undergo a National Police check

#### **KEY AREAS OF RESPONSIBILITY:**

1. Chair the Finance Committee
2. Submit the Finance Committee's budget proposals to the NEC for approval before the start of the financial year
3. Submit the Finance Committee's proposed budget amendments to the NEC for approval
1. Review monthly income and expenditure accounts with the National General Manager (NGM) and the finance staff in the National Office
2. Oversee the management of the National accounts including regular review of reconciliations and processes
7. In consultation with the Scouts Australia investment adviser and in conjunction with the Investment Sub Committee, ensure the management of the National investment portfolio in accordance with National Policy
8. Keep the NEC advised of all relevant financial matters.
9. Liaise with Scouts Australia Auditors and sign off on National Accounts.
10. Undertake specific assignments as directed by either the NEC or National Council.
11. Present the audited accounts to NEC and to the National Council at the AGM.

## **ACCOUNTABILITY & EXTENT OF AUTHORITY:**

In the discharge of duties and the exercise of powers, authority and discretion, the Treasurer is to conform to observe and comply with legal requirements, statutory or otherwise

## **MANAGEMENT SKILLS:**

- Ability to work as a member of a team involving staff, volunteers, and contractors
- Ability to prioritise tasks effectively
- Provide coaching and mentoring on financial issues to Scouts Australia staff and volunteers
- Decisive and able to exercise independent judgement

## **VALUES ALIGNED BEHAVIOURS:**

- Demonstrate roll modelling behaviour which is aligned with Scouts Australia's: - Code of Conduct, Code of Ethics and Adults in Scouting Policies;
- Demonstrate respect and equity to all;
- Demonstrate customer centricity internal customers such as NEC members and Finance committee members
- Demonstrate collaboration, one team and consultation.

## **TERMINATION OF APPOINTMENT:**

If the Treasurer cannot fulfil their duties due to illness or incapacity for a continuous period of six weeks or more the NEC Chairman may give immediate written notice of termination of the appointment.

## **MEETINGS AND TRAVEL:**

The Treasurer will be required to travel interstate to fulfill the duties of the role. This travel is usually on weekends with economy class airfares and nominated meeting accommodation costs covered by Scouts Australia.

The Treasurer is required to attend the following meetings:

1. The Chairmen's Committee and NEC - (three times per year and held on the same weekend)
2. Finance Committee meetings – Chatswood, Sydney (Three times per year)
3. National Rover Development Fund Committee - (Hon Treasurer of the National Rover Council)  
**(Rarely required to meet but reviews accounts and budgets prior to NRC annual meeting)**