



SCOUTS AUSTRALIA

POSITION DESCRIPTION - VOLUNTEER POSITION

Title: **Chair, Finance Sub-Committee**
Location: National Office, Sydney
Reporting line: Scouts Australia's National Executive Committee (NEC)
Relevant Policies: Policies, guidelines, Code of Ethics and Code of Conduct of Scouts Australia

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

OVERVIEW

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self-confident and responsible citizens.

This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills. This enables young Australians to attain their full potential, both as individuals and members of their local, national and international communities.

Scouting is the largest non-formal educational youth organisation in the World with over 57 million members. In Australia, Scouting has a membership of approximately 65,000, of which around 53,000 are youth members or young adults with the remainder being other adults supporting the delivery of the program

ROLE SUMMARY:

The Chair, Finance Sub-Committee is a volunteer position, appointed for up to three years by the National Executive Committee of Scouts Australia.

The Terms of Reference of the Finance Sub-Committee are attached.

RELATIONSHIPS:

The Chair, Finance Sub-Committee works closely with a variety of groups including staff and volunteers, as well as other Sub-Committees of Scouts Australia. Operationally the Chair works closely with the National General Manager (NGM), Chair NEC, the finance staff, and contractors.

APPOINTMENT TERM:

The appointment term is normally for three years with a maximum of 6 years.

CRITERIA

Essential Criteria

- Agree to, and sign, the Scout Australia Code of Conduct, Code of Ethics and Policies and Rules of Scouts Australia
- Undergo a National Police check
- Have completed and passed all mandatory training with a commitment to renew successfully every two years
- Have completed the “Working in a Child Safe Environment” skill set (CHCSS00146) or equivalent as and when it is superseded

Preferred Skills

- Be a registered CA, CPA, or equivalent
- Been practising as an Accountant for a period of time (ideally 5 years or more)

Desired Experience

- Demonstrated knowledge of investment strategies.

KEY RESPONSIBILITY

- Chair the Finance Sub-Committee
- Review, with the Finance Sub-Committee, its budget proposals for management's submission to the NEC for approval before the start of the financial year.
- Review, with the Finance Sub-Committee, its proposed budget amendments for management's submission to the NEC for approval.
- Review monthly income and expenditure accounts with the National General Manager (NGM), finance staff and contractors.
- Oversee the management of the National accounts including regular review of reconciliations and processes.
- With the NGM, keep the NEC advised of all relevant financial matters.
- Liaise with Scouts Australia Auditors and sign off on the National Accounts
- Undertake specific assignments as directed by the NEC
- Present the audited accounts to NEC and to the National Council at the AGM

ACCOUNTABILITY, EXTENT OF AUTHORITY AND DELEGATIONS:

In the discharge of duties and the exercise of powers, authority and discretion, the Chair, Finance Sub- Committee is to observe and comply with legal requirements, statutory or otherwise.

With arrangements to be consistent with the endorsed Scouts Australia Delegation Policy, the Chair's specific delegations include:

- delegated authority to make decisions in relevant areas of your Sub Committee's functions, and
- authorised expenditure within the limits of the Sub-Committee's approved annual budget, for items or programs specified in the approved budget.

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 role 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 to internal customers such as NEC members, and Finance Sub-Committee members, and
- Demonstrate collaboration, one-team and consultation.

TERMINATION OF APPOINTMENT:

If the Chair, Finance Sub- Committee cannot fulfil their duties due to illness or incapacity for a continuous period of six weeks or more the NEC Chair may give written notice of termination of the appointment.

MEETINGS AND TRAVEL:

The Chair, Finance Sub-Committee is required to chair regular and virtual meetings of the Finance Sub-Committee and to present regular reports to the NEC. The Chair may be required to travel to the Annual General Meetings of Scouts Australia, which are held on weekends. Travel and accommodation costs are met by Scouts Australia.

Approved by NEC: 28 June 2025



THE SCOUT ASSOCIATION OF AUSTRALIA

TERMS OF REFERENCE: FINANCE SUB-COMMITTEE

Summary

Entity name: Finance Sub-Committee

Entity type: Sub-Committee.

Entity nature: Ongoing

Reporting to: National Executive Committee

Authority and Purpose

The Finance Sub-Committee is established pursuant to Rule 1.1.3 of the Scouts Australia Policy and Rules Statement.

The purpose of the Finance Sub-Committee is to advise, and support, the NEC on the financial affairs of the Scout Association of Australia.

Its processes are outlined in the governance framework.

Key Functions

The Finance Sub-Committee will be responsible, and accountable, for the following functions:

- Overseeing the management of the financial affairs of the Scout Association of Australia, including accounting, but excluding investment, and insurance.
- Overseeing and approving the Annual Financial Statements prepared by management in accordance with Australian Accounting Standards.
- Recommending to the NEC, for recommendation to the National Council the appointment of auditors.
- Overseeing and approval of the budget prepared by management for each financial year of the Association (from 1 April to 31 March the following year) for approval by the NEC.
- Overseeing and approval of the budget updates prepared by management for each financial year of the Association (from 1 April to 31 March the current year) for approval by the NEC.
- Monitoring progressively the income and expenditure of the Association during each year.

Specific priorities, and deliverables, for the next 12 months are outlined in the Charter Letter signed by the NEC Chair.

Relevant Policies and Documents

The Policies and Rules of Scouts Australia are published on its website: <https://scouts.com.au/wp-content/uploads/2021/04/POLICY-AND-RULES-2020-10th-Edition-Revised-April-2021.pdf>.

Members of the Finance Sub-Committee are required to be familiar with the Association's policies.

Various policies and recently endorsed NEC documents are of particular relevance to the deliberations of the Finance Sub-Committee. It is the role of the Finance Sub-Committee to familiarise itself with those documents.

Sub-Committee members are also required to familiarise themselves with the current Scouts Australia Strategic Plan.

Delegations and Budgets

The NEC delegates to the Finance Sub-Committee the following authorities to carry out its duties:

- Provide advice to the NEC consistent with, and within the limits of, its purpose.
- Financial delegation for the Chair as outlined in the Charter Letter and an operational budget allocated to the Sub-Committee.

Proposed expenditure exceeding these limits requires NEC approval.

Sub-Committee members are not authorised to sign contracts, deeds, regulatory forms or other binding documents without NEC authorisation.

Structure:

1. Membership

- A Chair, appointed by the NEC
- Chair NEC (ex officio)
- Chief Commissioner of Australia (optional)
- A Member of the NEC
- A business person
- A young person under 30 years (but 18 years or over)
- National General Manager (or alternate)

2. Key relationships

The Finance Sub-Committee is encouraged to develop a working relationship with other relevant Sub-Committees, particularly the Internal Governance Sub-Committee.

3. Reporting

The Finance Sub-Committee will report regularly to the NEC the decisions and any recommendations arising from its meetings.

Administrative Support

The National General Manager of Scouts Australia will facilitate the work of the Sub-Committees and Working Groups by providing, or arranging to provide, appropriate secretariat and administrative support.

Review

The Finance Sub-Committee will review the Terms of Reference (ToR) once every 2 years and submit any revised ToR to the NEC for consideration.

Special requirements or considerations

Nil.

Date Approved by NEC: 5 August 2023