



## POSITION DESCRIPTION

### POSITION DETAILS

Position title	BRC Treasurer
Region	BRC Chairman, Branch Rover Council
Reports to	Branch Rover Council

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Develop and maintain the Branch Rover Council's budget to be presented at the February meeting each year	Yearly
2.	Ensure all accounts, receipts and records are maintained in accordance with the requirements of the Scout Association of Australia's obligations under the Charitable Fundraising Act, 1991 and the Organisation and Information Handbook published by the NSW Branch.	On-going
3.	Provide a monthly financial summary of BRC accounts to the BRC executive	Monthly
4.	Provide a bimonthly financial summary of BRC accounts to the Branch Rover Council	Bimonthly
5.	Ensure all Branch Rover Council accounts are audited yearly. A report detailing the audited accounts must be presented at the BRC Annual General Meeting.	Yearly
6.	Receive, bank and issue receipts for all monies paid to the Branch Rover Council	As required
7.	Prepare and issue invoices for each Regional Rover Council and the NSW Lone Rover Crew, for payment of annual levies	Yearly
8.	Pay all accounts authorised by the Branch Rover Council	As required
9.	Liaise with the Executive Officer (Activities and Service) and the Vice President to oversee the financial operation of all Branch Rover Council subcommittees	As required
10.	Represent the Branch Rover Council on the State Finance Committee	As required
11.	Provide advice and operational assistance to Branch Rover Council	On-going
12.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
13.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	On-going
14.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
15.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
16.	Other administrative and general duties appropriate to the position.	As required



**COMMITTEE MEETINGS**

	COMMITTEE	FREQUENCY
1.	State Council	1 per year (July)
2.	Branch Rover Council	6 per year (February, April, June, August, September, November)
3.	Branch Rover Council Executive	As required
4.	State Finance Committee	Monthly

**KEY RELATIONSHIPS**

MAIN CONTACT	FREQUENCY	PURPOSE
State Commissioner (Rovers)	As required	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
BRC Chairman	Weekly	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
BRC Secretary	Bimonthly	To ensure submission of an adequate report prior to Branch Rover Council Meetings
Branch Rover Council Executive	Monthly	To facilitate and ensure the communication of strategies and issues. To ensure work is being done within agreed timelines.
Branch Rover Council	Bimonthly	To facilitate and ensure the communication of strategies and issues.
Rovers	As required	To facilitate and ensure the communication of strategies and issues.
Scouting members	As required	To facilitate and ensure the communication of strategies and issues.

**KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

CRITERIA	ESSENTIAL	DESIRABLE
Is a current member of the Rover section but is not younger than 18 years of age	x	
Excellent organisational and time management skills	x	
Ability to develop creative and innovative ideas for improving the Rover section	x	
Demonstrated communication skills and techniques to engage members	x	
Access to the internet (e.g. email/Facebook/fora) and other communication mediums actively used by members of Scouts Australia NSW Branch.	x	
Ability to work independently and as a member of a team.	x	
Completed Basic Rover Training		x
Experience in the Rover section as an RRC executive officer or Crew Leader		x
Experience in the finance services sector		x

**NSW Branch Rover Council**

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