

**VOLUNTEER  
VACANCY PACK  
DISTRICT  
TREASURER**

# ABOUT SCOUTING



Every year we help 400,000 Young People in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. And it's not just Young People who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more visit [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)



## Volunteering With Us

Volunteering with us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of Young People?

How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose we'll make sure you're properly trained and supported.



## How You Can Help

We're looking for someone with financial skills or someone who wants to further develop finance skills. Want to give something back to the community? As District Treasurer you will be responsible for the accounts of the District, allowing grass-roots volunteers to concentrate on providing a great experience to young people.



## Up For The Challenge?

Thank you for your interest in volunteering with The Scout Association. Contained in this pack is a role description and person specification for the role above. If you think you are the right person for this role, or if you know someone who might be, please complete the nomination/application form at the end of the document and return it to the address at the bottom of the form. If you would like more information or if you'd simply like to discuss the role please get in touch with:

Name:  Phone:   
Email:

### Scottish Headquarters

Tel: 01383 419 073  
Email: [shq@scouts-scotland.org.uk](mailto:shq@scouts-scotland.org.uk)  
Web: [www.scouts-scotland.org.uk](http://www.scouts-scotland.org.uk)  
Facebook: [www.facebook.com/scottish.scouts](https://www.facebook.com/scottish.scouts)

### Information Centre

Tel: 0845 300 1818  
Email: [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)  
Web: [www.scouts.org.uk](http://www.scouts.org.uk)  
Facebook: [www.facebook.com/scoutassociation](https://www.facebook.com/scoutassociation)

# ROLE DESCRIPTION

## District Treasurer

### This vacancy is for

|                        |  |
|------------------------|--|
| Name of Scout District |  |
| Located                |  |

### This District has

|                         |  |
|-------------------------|--|
| Number of youth members |  |
| Number of adults        |  |

|                              |  |
|------------------------------|--|
| The District Commissioner is |  |
|------------------------------|--|

### Purpose of the role

The District Treasurer is a key role responsible for the finances of the District.

#### Responsible to

District Chairperson

#### Main Contacts

Members of the District Executive, District Secretary, District Commissioner, District Team, Regional Treasurer

#### Appointment requirements

- Understand and accept The Scout Association's policies
- Satisfactory PVG clearance
- Completion of module 1 of the Adult Training Scheme
- Eligible for Charity Trustee status

### Main Responsibilities

- To assist the District Chairperson in the effective administration of the District in accordance with Policy Organisation and Rules of The Scout Association with Scottish Variation applying.
- Provide sound financial administrative support and information to the District

## Core Tasks

- Act as treasurer to the District Scout Council
- Act as treasurer to the District Executive Committee
- Work closely with and support the District Chairman
- Set the annual budget for the District with the District Executive
- Work with Group Treasurers and ensure that completion of the District Annual accounts including the receipt and monitoring of financial statements from each Group
- Ensure the completion of the District Annual accounts in accordance with the guidelines laid down by the Office of the Scottish Charity Regulator (OSCR)
- Maintain effective communication with the District Chairperson and the other members of the District Executive
- Be a full and active member of the District Executive Committee
- Receive all monies on behalf of the District and pay out on authorisation from the District Executive Committee, to keep account of all funds
- Provide sound financial administration in respect of the obligations according to POR
- Work with the District Executive Committee to attract funding, grants and income to the District
- Maintain effective communications with the Regional Treasurer
- Receive Group membership subscriptions and forward them to the Regional Treasurer
- Work with the District Executive Committee to attract funding, grants and income to the District

## Person Specification

Should be able to demonstrate

- Financial accounting experience
- Access to IT and knowledge of relevant software packages
- Good communication skills

# Nomination and application form

## District Treasurer

If you think you know just the right person for this role, or are interested in the role yourself, please complete the form below

|                              |         |         |
|------------------------------|---------|---------|
| Name of nominee or applicant |         |         |
| Address                      |         |         |
| Telephone                    | Daytime | Evening |
|                              |         |         |
| Email                        |         |         |
| Membership number            |         |         |

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description)

|  |
|--|
|  |
|--|

Please describe the relevant skills that this person has for the role

|  |
|--|
|  |
|--|

Please outline why you felt motivated to complete the nomination/application

|  |
|--|
|  |
|--|

Please complete this section if you are nominating someone else for this role

|                                   |         |         |
|-----------------------------------|---------|---------|
| Nominated by                      |         |         |
| Address                           |         |         |
| Telephone                         | Daytime | Evening |
|                                   |         |         |
| Membership number (if applicable) | Date    |         |

This form should be returned to \_\_\_\_\_ by \_\_\_\_\_