

GROUP TREASURER/FUNDRAISER VOLUNTEER POSITION DESCRIPTION

- Accountable to: Group Commissioner
- Term: Selected or elected, then appointed annually by the Group Commissioner
- Time required: 4- 6 hours per month (on average)
- Scope of Position: Encourages and supports participation in all of Scouts Canada's official fundraisers.

Responsibilities:

- In conjunction with Group Committee members, ensure financial compliance with Scouts Canada's Policies and Procedures.
- Effectively record, maintain, plan and explain all financial matters pertaining to the Group.
- Be one of the principal signing officers for the Group.
- Prepare, in conjunction with the Group Committee, the financial records for the Group Annual Review.

Membership:

- Create/provide opportunities for growth within the Group.

Communications:

- Regularly report the financial status of the Group to the Group Administrator or Group Commissioner.
 - Produce the audited * financial report for release.
- * **Note:** The term "audit", when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

Program Support:

- Provide assistance and leadership to the Section leaders in the development of Section budgets.
- Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters of fundraising for the Group.
- Coach/Mentor and assist the members of the Group in attaining competency in their financial management.
- Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fundraising matters.
- Identify/encourage external resources as required by the Group Commissioner so that the Group's annual goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation and approval of budgets.

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Qualifications:

The ideal candidate will have:

- A background in finance.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.