

Duty Statement for NRC Treasurer

ELIGIBILITY

1. The position of NRC Treasurer shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of their term of office.
3. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership.
4. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
5. Nominees must be able to attend the next NRC Conference.
6. Nominees for the position must have experience in financial management, bookkeeping, and/or accounting.

DUTIES AND RESPONSIBILITIES

1. Develop and maintain the NRC budget, in conjunction with the NRC Chairperson and incoming Treasurer. Present the proposed budget at the first Remote meeting each year.
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* (Cth) and as outlined in Scouts Australia's Policy & Rules.
3. Provide a financial summary of the NRC accounts and transactions at each meeting.
4. Work with the National Support Team to ensure all NRC transactions are made from/to the appropriate account, in a timely manner.
5. Calculate any costs and levies owed to the NRC, and work with the National Support Team to issue invoices to the relevant party.
6. Ensure that all non-budgeted expenditure is proposed to and approved by the NRC or in urgent circumstances, by the NRC Chairperson.
7. Oversee the development and management of NRC project patrol budgets.
8. Update and maintain the NRC's financial procedure documents.
9. Advise the NRC of finances required to maintain its various projects, and of the means available to raise such funds.
10. Plan for the financial security of the NRC Operations Account and Rover Development Fund.
11. Be responsible for a two-month handover to their successor.
12. Prepare and deliver an actuals report for the NRC Conference.
13. Attend NRC and NRC Executive meetings, producing agenda items relating to these duties.
14. Other administrative and general duties appropriate to the position.
15. Reports directly to the NRC Chair.