

Duty Statement for NRC Treasurer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership.
3. 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. Table the proposed budget at the NRC Conference for review, and then at the first Remote meeting each year for approval.
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. Prepare and deliver an actuals report for the NRC Conference, with the finalised report to be tabled at an NRC meeting by the end of that year..
12. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.