



World Bureau, Olave Centre,  
12c Lyndhurst Road,  
London NW3 5PQ, England

t +44 (0)20 7794 1181  
f: +44 (0)20 7431 3764  
e: wagggs@wagggsworld.org  
www.wagggsworld.org

World Association  
of Girl Guides  
and Girl Scouts

Association mondiale  
des Guides et des  
Eclaireuses

Asociación  
Mundial de las  
Guías Scouts

30<sup>th</sup> August 2011

## Financial Advisor to the Europe Committee World Association of Girl Guides and Girl Scouts Role Description

### Background

Ideally, at least one candidate with financial expertise should be sought to stand for election for the Europe Committee, and the outgoing Europe Committee should request these skills when asking Member Organisations to nominate candidates. However, if no candidate is elected with these skills, or if the Committee decides that it would prefer an ex-officio committee member to focus on the finance area of work on their behalf, the committee may appoint a Financial Advisor.

The Financial Advisor is a non-voting member of the Europe Committee, and an advisor to the Committee. The Committee retains responsibility for the management of the finances of the Region, with the support of the Treasurer if needed.

WAGGGS' Treasurer and the Finance Committee, hold the responsibility for advising the World Board on policies and procedures relating to finances throughout WAGGGS. The Europe Committee has no responsibility for policy setting, investment management, reserve management, insurance, setting financial controls or management of the annual financial audit. WAGGGS' Treasurer has overall responsibility for the financial governance of WAGGGS, and the financial viability of the Association, and will be able to assist and advise the committee and Region when required. WAGGGS' Director of Finance and Business Support is responsible for ensuring that all legal and accounting requirements are met, and that the Region adheres to financial policies and controls.

### Role

The Financial Advisor will assist the Chairman and advise the Europe Committee on any aspect of the financial management of the Region. She will ensure that the Region manages its finances prudently, and can report to the Region's Member Organisations on the effective use of the voluntary contributions in particular.

### Tasks

- Work with the Regional Director and finance staff to ensure that reports produced by the Region are in accordance with good practice, and explain the Region's finances clearly and simply. This will include reviewing and amending draft reports before presentation to the committee, and before despatch to Member Organisations.
- Attend Region Committee meetings throughout, and interject when necessary to ensure that the Region's resources are well used. **See dates below for 2011-13.**
- Present or assist in presenting updates on finance at Committee meetings, ensuring that key issues are discussed and wise decisions are made.
- Take the lead in assessing financial risk, in relation to key Region activities, and in accordance with WAGGGS' risk management policy and procedure.

- Review the management accounts (quarterly, moving to monthly) and ensure that the Region is operating within budget, drawing the attention of the Committee to any variances which require action, and recommend suitable strategies. Ensure that the commentary accompanying the submission of management accounts to the World Bureau reflects the reasons for key variances, and any actions being undertaken to correct.
- Assist the Regional Director in the preparation of the annual and triennial budget, in accordance with WAGGGS' timetable. Ensure this is considered by the Committee in good time, and that key issues are discussed and decisions made.
- Assist with the preparation of reports for the Regional Conference and other meetings of Member Organisations. If required, present the financial reports to the conference.
- Advise the Committee on suitable financial recommendations to propose at the Regional Conference / Extraordinary General Meeting, taking into account the changing needs of the Region, and priorities of Member Organisations.
- Attend the Regional Conference; work with Member Organisations and the Committee as required, in relation to any financial matters.
- Ensure that any Fund Development activities target priority pieces of work, and that applications include overheads where possible. Oversee monitoring and reporting to ensure such funds are used for the required purpose.
- If the Financial Advisor has Fund Development expertise, she may be asked to undertake additional tasks in relation to this area, assisting with the writing of grant applications, and sponsorship requests.
- If the advisor has suitable training skills, she may be asked to provide workshops on financial matters at regional events, or to advise those providing such sessions on Regional matters.
- Establish a good working relationship with the Regional Director, Accountant, and Treasurer.
- In the event of any concerns which are not being dealt with by the Committee or Regional Director, escalate these to the Treasurer, who will support and ensure that suitable action is taken.

#### **Term of office**

The Financial Advisor shall be appointed by the Europe Committee for a term of three years, and shall be eligible for a second term of three years. The Advisor may not serve more than six years consecutively.

#### **Provision of information**

The Regional Director will ensure that financial information is provided in good time for the Financial Advisor to undertake her responsibilities.

#### **Expenses**

Expenses will be covered in accordance with WAGGGS' expenses policy, for those events where the presence of the Financial Advisor is required.

#### **Poor performance**

In the event of poor performance, the process for removing a Regional Committee member will be followed.

#### **Committee meeting dates 2011-13**

| <b>Year</b> | <b>Date</b>    | <b>Attendees</b> | <b>Venue</b> | <b>Supporting office</b> |
|-------------|----------------|------------------|--------------|--------------------------|
| <b>2011</b> | 11-13 March    | Both Committees  | Brussels     | WAGGGS                   |
|             | 11-13 November | Both Committees  | Pax Lodge    | WOSM                     |
| <b>2012</b> | 9-11 March     | Both Committees  | Kandersteg   | WAGGGS                   |
|             | 9-11 November  | Both Committees  | Geneva       | WOSM                     |
| <b>2013</b> | 8-10 March     | Both Committees  | Brussels     | WAGGGS                   |
|             | 8-10 November  | Both Committees  | Brussels     | WOSM                     |