



Treasurer

The Treasurer represents the interests of the Region in all economic and financial related matters and the operations of the Region, presenting relevant economic and financial information to the committee members in an understandable way with clear reference to possible and likely implications of decisions to be made relating to that information, facilitating the internal audit and managing the Finance Support Group to provide effective review and scrutiny.

1. Main Responsibilities

The Treasurer of the European Scout Region will:

- Ensure proper supervision of regional budgets and accounting operations
- Ensure proper supervision and control of regional expenditure, and the provision of regular reports pertaining thereto
- Support the work of the European Regional Committee in all economic and financial matters
- Act on behalf of the European Regional Committee and/or represent it in assigned matters relating to economic, financial and other possible operational issues.

2. Position within the European Scout Region and reporting duties

The Treasurer of the European Scout Region will:

- Have the right of attendance (without vote) and duty to report at all regular meetings of the European Scout Committee.
- Be an ex-officio Member of the Board of the European Scout Foundation where the Treasurer represents the interests of the European Scout Committee.
- Lead and be responsible for the Finance Support Group and derive advice and guidance collectively and individually from the members of that Group, adopting suitable working methods.
- Report to National Scout Organisations/National Scout Associations through:
 - An annual financial report, including the annual audited financial statements and the auditor's report.
 - A triennial financial report to the Regional Scout Conference.
- Remain in close contact with the Executives in charge of finance at the World Scout Bureau Global and Europe Support Centres, including the Treasurer of the World Scout Committee.

3. Duties

In co-operation with the Administration and Finance staff of the Region, the Treasurer will be particularly responsible for:

- Supervising, verifying and advising on the financial and budgetary control of the World Scout Bureau Europe Support Centres and the maintenance of adequate liquidity for the operation of the Region based on the annual budget and/or decisions taken by the European Scout Committee.
- Ensuring that all funds received are deposited in appropriate bank accounts and properly entered and recorded in the books of accounts of the Region.
- The application of appropriate procedures and internal controls to properly record financial transactions in the books of accounts and carry out periodical physical assets verifications.
- Ensuring the proper use of the various grants, donations and budget allocations and allowances to the European Scout Region, recommending suitable action should this is needed to the European Scout Committee.

4. General Guidelines

To fulfil the duties and responsibilities the Treasurer of the European Scout Region will:

- Monitor the implementation of the Internal Control System (ICS) and, where necessary, assist in developing new processes in the ICS.
- Have ready access to all accounting and other relevant records, maintained by the World Scout Bureau Europe Support Centre at all office locations.
- Have to ensure that all expenditures have been duly authorised and are properly supported by the appropriate documentation.
- Be ready to investigate in depth possible disorders, anomalies and/or discrepancies brought to his/her attention or revealed by enquiry.
- Collaborate in the process of monitoring the collection of world and regional membership fees.