



EUROPE REGION
WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS

Europe Region WAGGGS

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Treasurer to the Europe Committee World Association of Girl Guides and Girl Scouts

Call for Candidates

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 treasurer.

The treasurer is an ex-officio, non-voting member of the Europe Committee who provides expertise on financial matters. The Committee retains responsibility for the management of the finances of the Region, with the support of the Treasurer if needed.

Role

The treasurer will assist the Europe Chair and advise the Europe Committee on any aspect of the financial management of the Region. She/he will ensure that the Region manages its finances prudently, and can report to the Region's Member Organisations on the effective use of all funds designated to the Region, such as the European Voluntary Contribution, grants and the regional allocation from WAGGGS.

Responsibilities

- Work with the Head of Volunteer Engagement and finance staff to ensure that reports produced by the Region are in accordance with best practice and explain the Region's finances clearly and transparently. This will include reviewing and amending draft reports before presentation to the Europe and Finance Committees and before circulation to Member Organisations.
- Attend Europe Region Committee meetings throughout the term of office (two per year) and Chair's team meetings upon request, and advise when necessary to ensure that the Region's resources are well used.
- Present or assist in presenting financial updates at Committee meetings, ensuring that key issues are discussed.
- Take the lead in assessing financial risk, in relation to key Region activities, and in accordance with WAGGGS' risk management policy and procedure.

- Support the Europe Chair and relevant staff in monitoring the compliance and/or financial aspects of the AISBL (the Belgian international non-profit association).
- Be a member of the Europe Region WAGGGS AISBL.
- Review the regional accounts on a monthly basis and ensure that the Region is operating within budget. Draw the attention of the Committee to any variances which require action and recommend suitable strategies. Ensure that the commentary accompanying the accounts reflects the reasons for key variances and any actions being undertaken in response.
- Support the Europe Chair in the monitoring of the Service Level Agreement between WAGGGS and the Europe Region and advise when necessary on any key issues to be raised.
- Assist the Head of Volunteer Engagement 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 relevant decisions made.
- 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.
- 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.
- Attend the Regional Conference and work with Member Organisations and the Committee as required, in relation to any financial matters that arise during the conference.
- Support the Region in the development of any financial information needed to support fund development activities.
- Work with relevant finance and Member Relations staff to support Member Organisations with European Voluntary Contribution repayment plans as needed.
- Work with the WAGGGS Treasurer, Head of Volunteer Engagement, Director of Corporate Services and finance staff in a collaborative fashion to ensure the Europe Committee and Member Organisations have access in a timely fashion to the financial information needed to support decision making in the region. In the event of any concerns which are not being dealt with by the Europe Committee or responsible staff member, escalate these to the WAGGGS Treasurer.

Term of office

The Treasurer 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 Treasurer may not serve more than six years consecutively.

Provision of information

The Head of Volunteer Engagement will ensure that financial information is provided in good time for the Treasurer to undertake her/his responsibilities.

Expenses and other policies

Expenses will be covered by the Europe Region in accordance with WAGGGS' expenses policy for those events where the presence of the Treasurer is required. Uniform will be provided and costs will be covered by the Europe budget. Other relevant policies for WAGGGS global volunteers will apply. If these have budgetary implications, the Europe Region budget will cover costs.

Person specification

Essential	Desirable
<p>Qualifications/ experience:</p> <ul style="list-style-type: none"> • Qualified accountant with experience working in an advisory capacity (paid or voluntary). 	<p>Qualifications/ experience:</p> <ul style="list-style-type: none"> • Experience working with volunteer committees.
<p>Skills/ knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the AISBL or similar international non-profit associations and financial requirements. • Ability to communicate effectively in writing with all stakeholders – reports, correspondence and proposals. • Excellent verbal communication skills including presentation skills. • Highly proficient in written and verbal English. 	<p>Skills/ knowledge:</p> <ul style="list-style-type: none"> • A broad understanding of WAGGGS.
<p>Personal qualities:</p> <ul style="list-style-type: none"> • Ability to engage effectively and sensitively with people from diverse backgrounds. • Ability to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. 	<ul style="list-style-type: none"> • A passion and commitment for issues affecting girls and young women on a global level.

What we offer

- ✓ The opportunity to take part in the financial governance and management of the Europe Region of WAGGGS in an advisory capacity.
- ✓ Collaboration with volunteers and staff in a multicultural environment.
- ✓ A unique opportunity to learn more about WAGGGS and the Europe Region.
- ✓ A reference outlining contribution made, achievements and any skills developed through WAGGGS if needed.

How to apply

Candidates should apply by sending a short statement of interest and an outline of relevant experience for this post to VolunteerEngagement@waggs.org by 30 September 2017.

The accepted candidate will need to have the support of the Member Organization, so all applications should be signed by the International Commissioner or equivalent.

If you have any questions, please do not hesitate to contact Marjolein Sluijters at Marjolein.Sluijters@waggs.org

We look forward to receiving applications for this excellent opportunity!