

# Role description: Unit Treasurer

**Title:** Unit Treasurer

**Outline:** To collect monies from Unit members. To look after fees and budgets for events, camps and activities. To give accounts at Unit Forum meetings and deal with financial matters at Unit meetings.

**Responsible for:** not applicable

**Responsible to:** The Explorer Scout Leader

**Main Contacts:** Members of the Unit, including the members of the Unit Forum, the Explorer Scout Leader, the Assistant Explorer Scout Leaders, and members of other Explorer Scout Units

**Appointment:** Nominated by Explorer Scout Leaders, voted in by majority vote of the Unit meeting. Serves a term of one year before possible re-election. Appointment can be ceased by the Explorer Scout Leader. Can only serve for two years unless agreed otherwise by Explorer Scout Leader.

**Requirements:** Be available at 7pm on the 2nd Monday of each month.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader
<ul style="list-style-type: none"> <li>• Collect money from members for subs, events, activities and camps</li> <li>• Work out costs and budgets for events, activities and camps with the Explorer Scout Leader or Assistant Explorer Scout Leaders</li> <li>• Make payments for costs arising from events, activities and camps.</li> <li>• Give financial reports at Unit meetings and Unit Forum meetings where appropriate</li> <li>• Email list of those who go on camps to Awards Officer immediately after each camp</li> </ul>	