

# Role description: Unit Treasurer

**Title:** Unit Treasurer

**Outline:** 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:** Voted in by majority vote of the Unit, with the approval of the Explorer Scout Leader. 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 events, activities and camps (note Unit Treasurer NOT responsible for collecting subs or dealing with membership fees etc).</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 Forum meetings</li> </ul>	