

POSITION DESCRIPTION



Role Title

Mudbash Assistant
Treasurer

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Treasurer
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Assistant Treasurer shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Treasurer in the undertaking of their duties and responsibilities.
- Working with the Treasurer, ensure all expenses are provided for within the event budget.
- Working with the Secretary, prepare required documentation for front gate.
- Keep accurate, updated records of expenditure & income as per the Event budget.
- Working with the treasurer, prepare a front gate roster allocating rover crews appropriately to supervise front gate over the weekend.
- Attend monthly committee meetings as required.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Set up Front Gate, ensuring all required equipment and resources are available.
- Working with the Treasurer, run front gate, ensuring participants sign into the event correctly through the *VIC Rovers My Events* ticketing system & provide correct documentation (Personal Information Record etc...)
- Sell gate tickets as required.
- Working with the Treasurer, handle and transfer money as required.

After Mudbash

- Working with the Treasurer, finalise all financial transactions as per the event budget, ensuring its accuracy.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Attend the event forum, listening to the feedback provided by Rovers.

POSITION DESCRIPTION



DESIRED SKILLS

- Accounting/Mathematical knowledge
- Communication
- Time Management
- Attention to detail
- Deadline management.
- Interpersonal and relationship building skills
- Able to work as part a team to accomplish tasks.

Feedback

Role Title	Mudbash Assistant Treasurer
Comments	