

POSITION DESCRIPTION



Role Title

Mudbash Treasurer

ROLE REPORTING INFORMATION

Positions Reporting to this role

Assistant Treasurer

This Role Reports to

Mudbash Chairman

Executive Reporting

Victorian Rover Council Assistant
Chairman

ELIGIBILITY

- The position of Mudbash 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

- Working with the Chairman, draft and present an operational event budget for approval from VRC.
- Gather quotes from all committee members, ensuring all expenses are provided for within the event budget.
- Release the event ticket price & open ticket sales to participants.
- Along with the Chairman and delegated VRC office bearer, act as a signatory on the Mudbash bank account.
- Pay invoices & other expenses from the Mudbash Bank Account as required.
- Working with the Secretary, prepare required documentation for front gate.
- Keep accurate, updated records of expenditure & income as per the Event budget.
- Working with designated Region Councils, prepare a front gate roster allocating rover crews appropriately to supervise front gate over the weekend.
- Attend monthly committee meetings.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the treasury department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- 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 assistant treasurers, 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 Chairman and Vice Chairman, handle and transfer money as required.

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After Mudbash

- 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.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the budgeted expenses/income and actual expenses/income incurred for the event.

The Treasurer has the right to make decisions about finances as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

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

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Comments	