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|  | <b>Gasóga na hÉireann / Scouting Ireland</b>             |                                        |              |             |
|                                                                                   | Document No.<br>VGS-TSP-001                              | Issued<br>01 <sup>st</sup> August 2025 | Last Amended | Next Review |
|                                                                                   | Category: The Scout Province                             |                                        |              |             |
|                                                                                   | Title: Terms of Reference Provincial Treasurer           |                                        |              |             |
|                                                                                   | Department: Volunteer & Group Support Department         |                                        |              |             |
|                                                                                   | Related Documents:<br><a href="#">The Scout Province</a> |                                        |              |             |

## 1. Role Description

- 1.1. The Provincial Treasurer is an appointed Provincial Officer. They are primarily responsible for preparing the accounts and managing the budgets of the Scout Province...
- 1.2. They are responsible for ensuring that the accurate accounts of the provinces financial position are available for the meetings of the Provincial Management Support Team.
- 1.3. The Provincial Treasurer may be asked to represent the province at events or occasions when the Provincial Commissioner is unable to attend.

## 2. Appointment Term

- 2.1. This term is concurrent with that of the Provincial Commissioner.
- 2.2. They may be eligible for re-appointment.

## 3. Appointment

- 3.1. The Scout Province Treasurer is appointed by the Provincial Commissioner. They are approved by the Provincial Management Support Team.

## 4. The Provincial Treasurer is a member of:

- 4.1. The Provincial Management Support Team.
- 4.2. The Provincial Officers Team.

## 5. The Provincial Treasurer works with:

- 5.1. Provincial Commissioner.
- 5.2. Provincial Secretary.
- 5.3. Provincial Training Coordinator
- 5.4. Members of the Provincial Management Support Team

5.5. Scouting Ireland Staff as relevant.

**6. The Provincial Treasurer is accountable to and supported by:**

6.1. The Provincial Management Support Team.

6.2. Scouting Ireland Support Staff.

6.3. Chief Financial Officer and their staff.

**7. Key Competencies and Skills:**

7.1. Excellent written and oral communication skills.

7.2. Numerical skill and ability to produce budgets and accounts as per finance manual.

7.3. Strong interpersonal skills with the ability to motivate others and build consensus and participation.

7.4. Ability to work on own initiative as well as part of a team.

7.5. Proven strong leadership skills.

7.6. Creative problem-solving acumen.

7.7. Self-awareness and proven conflict resolution skills.

7.8. Demonstrate ability to maintain independent and objective judgement.

7.9. Willingness to actively design and contribute to the strategic vision of the Scout Province.

7.10. Acceptance of the fundamentals of Scouting.

7.11. Willingness to undertake training in the furtherance of the role.

7.12. Willingness to take decisions in the best interest of the Scout Province.

**8. Communication**

The Provincial Treasurer is issued with a Scouting Ireland email address (scouts.ie) this is to be used for all communications as part of their role.

**9. Termination Of Appointment:**

9.1. At the discretion of the Provincial Commissioner with the approval of the Provincial Management Support Team.

9.2. The Provincial Treasurer is coterminous with the election term of the Provincial Commissioner. Should the Provincial Commissioner finish their appointment before this three-year term is complete, the role of the Provincial Treasurer is vacated.

9.3. Termination of appointment shall occur

9.3.1. On resignation of appointment.

9.3.2. By mutual agreement.

9.3.3. On completion of the term of office.

9.3.4. Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy.