



It starts with Scouts.

Tout commence  
avec les Scouts.



**3<sup>rd</sup> Ottawa Scout Group**  
470 Roosevelt Ave, Ottawa, ON  
K2A 1Z6 Canada

<http://thirdottawa.com>

[registrar@thirdottawa.com](mailto:registrar@thirdottawa.com)

Nov 2022

### Assistant Group Treasurer

**GOAL: Build and maintain a fundraising program that generates sufficient funds (on a not-for-profit basis) to run and sustain the adventures of the 3<sup>rd</sup> Ottawa**

Role:

- Is a Registered Member of Scouts Canada
- Is responsible for budgeting, recording and reporting on the financial affairs of the group
- Ensures the Group adheres to the policies and procedures of Scouts Canada (as they pertain to the Treasurer role, finances, and budgets).
- Works with the Fundraising Scouter, Events Scouter, Quartermaster and Section Scouters to come up with budgets to ensure the Group has the equipment and funds required for our Scouting Adventures.
- Assists the Sections of the 3<sup>rd</sup> Ottawa in following the Financial Responsibilities and Reporting procedures
- Identify and bring on board additional volunteers to ensure the workload of Group Finances is shared.

Skills / Deliverables:

- Follow the standards called out in the [Group Financial Responsibilities and Reporting](#) procedure.

Procedures / Policies

- Be familiar with the Group Finances and Fundraising sections (p.30-31) of the [Group Support Playbook](#)
- Follow the [Group Financial Responsibilities and Reporting Procedure](#)
- Be aware of, and with the Group Fundraiser follow the [Section and Group Finance Policy](#).
- Be aware of and with the Group Fundraiser follow the guidelines in the [Group Fundraising Policy](#)
- Be aware of and follow the [Official Donations Receipt for Groups procedure](#).
- Leverage the [Group Fundraising Resources](#) from Scouts Canada, in partnership with Desjardins.
- [Gifts-In-Kind procedure](#) for items of large value donated to the 3<sup>rd</sup> Ottawa.

Approximate Volunteer Time: 2-3 hours per month.

Tim Welch  
Group Commissioner

