SUMMARY OF ROLES AND RESPONSIBILITIES (SoRR)

UNIT MANAGEMENT TEAM TREASURER

Introduction

Sea Cadet units are managed and run by committed volunteers. The Unit Management Team (UMT) are the unit's trustees, headed by the Unit Chairperson (UC). The UMT is responsible for the running of the unit at a strategic and management level.

The UMT Treasurer is appointed to oversee the units financial matters.

Time in Post

UMT Members, including the Treasurer, are elected annually and may stand for re-election at the AGM.

The Role

As independent charities, each Sea Cadet unit has a number of trustees to oversee the management and legal undertakings of the unit. The Treasurer is to support the UC by collating and reporting auditable financial matters, including monthly income and expenditure updates.

This role will undertake "regulated activity" and will therefore require an enhanced disclosure with barring check to be repeated at no less than three yearly intervals.

Primary Purpose

The primary purpose of all the UMT Trustees is to support the UC to manage a safe, effective and successful Sea Cadet unit.

Secondary Purposes

The secondary purpose of the Treasurer is to be accountable to the UC and fellow trustees for overseeing, collating and reporting financial matters including keeping efficient up to date accounts and monthly reporting of income and expenditure

Accountability

The Treasurer is accountable to the UC.

Authority

The Treasurer has authority over UMT members for the accounting of unit financial matters.

Competencies

This section will be completed once the Competence, Role and Rank work is concluded.

Principal Tasks

The Treasurer is supported by the UC and is responsible for the following principle tasks:

- Keeping up to date and accurate records of all bank/building society accounts.
- Ensuring that all cash, cheques, etc are paid into the unit accounts and recorded in a timely and correct manner.
- Ensuring that all bank/building society accounts are only accessible through the signature of at least two separate signatories (It is recommended that there be at least three registered signatories for each account), all of whom must be current UMT members.
- Ensuring that monthly written reports are submitted to the UMT meetings including income, expenditure, liabilities and balances of all accounts. Any anomalies which have occurred must also be reported to the UC.
- Giving a full written report to the members of the unit at the AGM: this is to include income, expenditure, liabilities and balances of all accounts. It is recommended that a projection of costs for the coming year also be included in the treasurer's report.
- Ensuring that the annual returns are completed and checked by an appropriate person, or audited where applicable and signed as correct. These should then be submitted to the AGM, for acceptance by the members. The annual return may be used as the Annual Report, as below.
- Submitting returns and or any other forms to the relevant charity regulator before November of the following financial year.
- Ensuring that the Annual Statement of Accounts for the unit are completed and uploaded to the UMT Matters section on Westminster at the earliest opportunity, but at the latest before 31st October of the following financial year. A draft copy is to be sent to the Area Volunteer Business Support Manager as soon as available, prior to adoption at AGM, to assist with the UMT review process.

Performance Review
The Treasurer will have regular updates with the Unit Chair.

Getting the most out of your volunteering
It is really important that we provide guidance and support to make the most of your time as a Sea Cadet Corps (SCC) volunteer. Below is what you can expect from us to enable you to give us your very best.

You can expect us to:

- Support you to understand your role, how to do it and the difference you make to the SCC
- Understand the skills and experience you have, as well as your aspirations for volunteering
- Provide you with an induction, ongoing support and training to undertake your volunteer role
- Provide regular updates about any developments in the charity that are relevant to you
- Value your contributions and providing you with potential opportunities to progress

Equal opportunities Statement
MSSC is committed to safeguarding and promoting the welfare of young people, with a child centred approach and expects all volunteers to share this commitment. MSSC aims, through the implementation of its Equality and Diversity Policy to ensure that no young person or volunteer receives less favourable treatment, is excluded from benefiting from its services (within the bounds of safety to themselves and others), or suffers disadvantage by reason of: class; ethnic origin; culture, nationality or race; gender; age; marital or sexual status; mental or physical ability; political or religious belief or unrelated criminal conviction unless the responsibilities of a role require us to do so in order to safeguard our cadets and volunteers.

Signature Blocks

Signed: ……. Date: ……..
UMT Treasurer

Signed: ……. Date: ……..
Unit Chairperson