



Troop/Group Treasurer

Position Description

Reports to: Troop/group leader, service unit treasurer, Girl Scouts staff

Term: One year; may be reappointed annually by troop/group leader

Function: In collaboration with troop/group leader, manages the troop/group funds, records and reporting according to National/local Girl Scout standards and guidelines.

Expectations

- Honor and live by the Girl Scout Law.
- Ensure that troop opens a Wells Fargo bank account as soon as troop funds reach \$50.
- Maintain regular communication with girls and troop leader regarding the status of the troop treasury and bank account.
- In collaboration with the troop leaders and girls, prepare and oversee the troop annual girl –led budget.
- Continuously monitor the troop bank account. Reconcile the Financial Tracking Worksheet, troop checkbook register, check requests and reimbursements. Secure related receipts and retain for a minimum of four years.
- Keep current and accurate financial records of all money received and spent, open for review by girls, troop parents, service unit members and staff upon request.
- Submit an annual financial report on June 1st, whenever troop leadership changes or when troop disbands.
- Serve as advisor to girls, leaders and parents regarding financial guidelines and proper use of funds; collaborate with service unit treasurer or Finance Support Specialist for clarification of details and/or conflicts that may arise.

Competencies

- Proficient and detail-oriented for accurate, timely recordkeeping.
- Strong math skills and money-handling experience.
- Effective oral and written communication skills.
- Excel or similar computer skills helpful.
- Demonstrate effective group and interpersonal communication skills.
- Willing and able to give the time necessary to complete duties and responsibilities as outlined.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational and economic backgrounds.

Requirements

- Be a registered member in good standing, with background clearance on file.
- Complete the *Getting Started with your Troop within the first 3 months of appointment.*
- Complete *Annual Financial Report Webinar* annually.
- Read, know and understand *Volunteer Essentials Chapter 5 - Troop Finances.*
- Comply with Girl Scouts USA and Girl Scouts San Diego policies and procedures.

Troop # _____ SU # _____

Name _____

Street address _____

City, Zip _____

Phone# _____

Cell phone# _____

E-mail _____

Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place and be a sister to every Girl Scout

This agreement must be signed and returned to the Finance Support Specialist, troopbanking@sdgirlscouts.org

I have read and understand the responsibilities of this position. I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a troop/group treasurer. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my troop leader immediately.

Signature _____

Supervisor _____

Date _____

Thank you for volunteering!