

POSITION DESCRIPTION: TROOP TREASURER

You Can Do It!

The troop treasurer is an honest and diligent volunteer in the troop setting. Troop treasurers are persistent and driven to ensure that troop monies are accurately accounted and the financial health of the troop is shared regularly with troop leaders and members of the troop.

Your Commitment

Upon successfully completing a one-year appointment, you will have the option to renew your role upon mutual agreement between yourself and council staff.

Your Support System

You'll be supported by a combination of staff and volunteers, including Girl Scout troop leaders, service unit finance manager, volunteer support specialists, and customer care.

Success Looks Like

- ⇒ Being an active member of the troop committee volunteer team and communicate regularly with Girl Scout troop leadership on status of troop finances and financial records
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout troop members
- ⇒ Being prepared to report out regularly to Girl Scout troop members the financial status of the troop banking account because troop parents should be updated on troop finances at least three times per year
- ⇒ Mentoring girls so they learn to develop budgeting and financial skills as the Girl Scout troop sets financial goals and plans activities in accordance with council policies and procedures
- ⇒ Acting as a knowledgeable Girl Scout troop resource regarding council financial policies and procedures
- ⇒ Diligently maintaining organized financial Girl Scout troop records including but not limited to receipts and monthly bank statements
- ⇒ Being responsive to Girl Scout troop financial inquiries whether at the troop, service unit, or council level
- ⇒ Being a signer on the Girl Scout troop checking account
- ⇒ Completing an annual finance report in a timely manner each year in accordance with council policy
- ⇒ Collaborating with the troop product sales manager(s) during the MagNut Fall Product Sale Program and Cookie Program to ensure financial accuracy of both product sale programs
- ⇒ Ensure deposits are made into the troop bank account in a timely fashion

The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology

