

Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas

Troop Treasurer Position Description

PURPOSE OF POSITION: Maintain accurate financial records of the Troop and oversee compliance of Council financial procedures for the Troop

ACCOUNTABILITY: Appointed by Troop Leader and accountable to the Troop

QUALIFICATIONS:

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Demonstrate planning, organizing, recruiting, problem solving and supervisory skills.
- Have a working knowledge, acceptance, and willingness to promote Council's goals, objectives, and policies.
- Ability and willingness to make decisions, delegate responsibility and work with adults from diverse backgrounds.

RESPONSIBILITIES:

- Attend training as organized by Service Unit and/or Council.
- Maintain accurate financial records for the Troop.
- Open and maintain the Troop checking account with a minimum of two required signatures.
- Present financial report at Troop meetings and or at the request of Troop parents, Service Unit, or Council.
- Issue reimbursements from Troop expenditures
- Maintain records of troop bank account to include name of bank, account number, and signers on that Troop account. Forward all information to Service Unit Treasurer
- Follow through on inquiries in a timely manner.
- Complete and submit Troop Financial Report to Service Unit Treasurer by May 31st.
- Assist with the continued growth and development of the Service Unit and Service Team by being an active member.

I understand and agree to the terms of the position as stated above.

Troop Treasurer

Service Unit Treasurer/Troop Leader

Date