

Troop Treasurer Position Description

PURPOSE OF POSITION: To manage and safeguard the financial matters of the Troop and oversee compliance of Girl Scouts – Diamonds Council financial policies and procedures for the Troop.

ACCOUNTABILITY: The Troop Treasurer is accountable to the Troop, youth members, caregivers, volunteers, and council staff.

QUALIFICATIONS:

- Must be in good financial standing with Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas.
- Must be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Criminal Background Check on file with the Council.
- Accepts and adheres to the purpose and principles of the Girl Scout movement and promotes the goals of GSUSA and the Girl Scouts - Diamonds Council.
- Accepts and adheres to GSUSA and the Girl Scouts – Diamonds Council's policies and procedures.
- Must have the access and ability to utilize technology and be responsive to communications via e-mail and/or phone.
- Has ability to delegate responsibility, work with individuals from diverse backgrounds and exercise decision-making skills.
- Possesses financial integrity and the ability to maintain clear, organized and accurate financial records.
- Has the commitment and the time needed to perform the duties of the Troop Treasurer role.

RESPONSIBILITIES:

Training:

- Complete required Troop Treasurer training.
- Reads and understands information included in Volunteer Essentials, Safety Activity Checkpoints, Troop Finance manual, Girl Scouts – Diamonds Policies and Procedures and online resources.

Communication:

- Reads monthly Service Unit Talking Points, Diamonds Insider and council communications shared with troops.
- Communicates financial management policies and procedures to troop members, as written in the Volunteer Essentials.
- Responds timely to service unit treasurer and staff e-mails and/or phone calls regarding troop financial matters.
- Believes in the mission of Girl Scouts – Diamonds and does not publicly air grievances against Girl Scouts – Diamonds, other volunteers, caregivers, staff or youth members, but follows the council-established conflict resolution process.

Role Duties:

- Ensures that the Troop bank account is opened, maintained, and used per Girl Scouts – Diamonds Council policies and procedures.
- Ensures that the Troop bank account has a minimum of two required, unrelated troop signers and a minimum of one service team member.
- Has a basic understanding of finances and can maintain clear, organized, and accurate financial records for the Troop with sufficient documentation for expenditures.
- Work with service unit treasurer and/or Senior Troop Finance Liaison to ensure proper closure of disbanded troop bank account and distribution of funds if applicable. This should be completed within 30 days of notification from council staff.
- Present financial report at troop meetings for transparency.
- Facilitate budget planning with the Troop at the troop meetings based on troops' plan of work.
- Issue reimbursements for troop activities and events upon receiving adequate receipts for expenditures.
- Complete and submit an annual Troop Financial Report to the Service Unit Treasurer for review by May 31, covering the previous 12 months of supporting documentation.
- Send Troop Financial Report and the bank statements to the Service Unit Treasurer by May 31. If you file a 30-day extension request, financials are due to the Service Unit Treasurer by June 30.
- When handling delicate matters, I will respect and maintain the confidentiality of all privileged information related to the Girl Scouts – Diamonds Council, it's youth and adult members, caregivers, volunteers, and the council staff.
- Work closely and communicate regularly with the Service Unit Treasurer and/or Senior Troop Finance Liaison.

I have read the Troop Treasurer Position Description above and I agree to accept this volunteer position and to fulfill it to the best of my ability. In the event that I am unable to do so, I will notify the Troop Leadership and Service Unit Treasurer. I understand and I agree to the terms of the position as stated above. I understand that should I not meet or follow the qualifications or responsibilities as written above; I may be asked to step down from the Troop Treasurer Role.

Troop Treasurer Name (Print): _____

Troop Treasurer Signature: _____

Service Unit Name/Troop Number: _____

Date: _____

Service Unit Treasurer/Troop Leader Signature: _____