

Troop/Group Treasurer

Position Description & Agreement

Summary: The Troop Treasurer is accountable for sound financial management of all troop funds. The Treasurer will ensure that the troop financial transactions are conducted in accordance with GSUSA & GSGLA policies.

Term: The Troop Treasurer is appointed from October 1 through September 30, for a term of one year with re-appointment occurring annually.

Accountabilities:

- Serves as a member of the Troop, working to provide the financial coordination to support the troop goals.
- Attends troop meetings prepared to provide a report on the financial status of the troop account and event balances.
- Maintains accurate records of all incoming and outgoing troop financial transactions.
- Maintains the troop checking account to provide accountability and financial management for troop events and activities.
- Completes and submits troop/group mid-year financial report by January 15 and year-end financial report to council by June 30th of every year.
- Provide troop families with a financial report at least two times per year

Qualifications:

- Must be background checked and a registered member of GSUSA.
- Believes in the purpose and philosophy of Girl Scouting.
- Has good organizational, problem solving, and human relation skills.
- Is able to manage the financial tasks involved.
- Accepts the responsibilities of the job.

Standards of Performance:

- Performs tasks willingly and effectively.
- Complies with GSUSA & GSGLA policies and procedures.

As a supportive partner of Troop _____ I agree to fulfill my duties as the Troop Treasurer for the upcoming year.

Print Name _____

Signature _____ Date _____