



Troop/Group Treasurer

Position Description

Reports to: Troop/group leader, service unit treasurer, volunteer support 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.

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.
- Able to work productively and respectfully with people of diverse cultures, abilities, personalities, ages and backgrounds.

Expectations

- Honor and live by the Girl Scout Law.
- Review and comply with *Safety-Wise* standards and San Diego Council financial guidelines regarding money-handling, record-keeping, money-earning projects, donations, etc.
- Ensure that troop opens a bank account as soon as troop funds reach \$50.
- Submit a bank authority form with three authorized signatures for council and service unit records.
- Submit a new form with any changes to account information.
- Oversee the troop check book; reconcile the troop bank statement once a month.
- Reimburse troop adults for Girl Scout troop/group expenses in exchange for receipt or invoice.
- Prepare and store troop financial records; shred financial after four years.
- Keep current and accurate financial records open for review by girls, troop parents, service unit members and staff upon request.
- Maintain regular communication with troop leader regarding the status of the troop treasury and bank account.
- Submit a troop financial report each spring, whenever troop leadership changes and when troop disbands.
- Consult with service unit treasurer or volunteer support staff regarding concerns, clarification or assistance.

Requirements

- Be a registered member in good standing, with current volunteer paperwork and background clearance on file.
- Complete the *Troop/Group Treasurer Self-Study Guide* within one month of appointment.
- Review financial guidance in *Volunteer Essentials Chapter 5: Managing Group Finances*.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group
- Comply with Girl Scouts of the USA and Girl Scouts San Diego standards, policies, procedures and guidelines.

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 membership staff.

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!