

Treasurer

Girl Scout Adult Volunteer Position

SUMMARY

The Treasurer provides support to the service team by maintaining an area bank account used for events and completes financial reports.

PARTNERS WITH

Service Unit Director

SUPPORTED BY

Service Unit Director, Regional Membership Manager

RESPONSIBILITIES

- Works with the area Event Coordinator to prepare a budget for local events
- Ensures income and expenses balance evenly for events
- Collects money for events and makes deposits into checking account
- Writes checks for event expenses
- Keeps accurate financial records
- Balances checking account against monthly statements
- Turns in necessary year end paperwork to the council office.
- Provides reports to the service unit as mandated by meeting cycle
- Maintains troop checking account list
- Gather year-end Leader Review and bank statements from every troop in the Service Unit

CORE COMPETENCIES

Girl Focus: Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action

Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments

Fostering Diversity: Understands differences and embraces differences

Oral Communication: Expresses ideas clearly and concisely

Personal Integrity: Demonstrates honesty, credibility and dependability

I understand and agree to the responsibilities and competencies of this position.

Signature

Date



Girl Scouts.
Eastern Iowa & Western Illinois

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