



Girl Scout Adult Volunteer Position Description 7/10

Treasurer

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.
Print name below signature.

Signature

Date