



Volunteer Position Description: Troop Treasurer

Summary: The Troop Treasurer manages the troop's funds, and assists with budgeting and financial planning, in accordance with GSUSA's and GSNEO's financial policies and procedures.

Position Supported By: This position reports to the Troop Leaders and is supported by the Service Unit Director (SUD), Service Unit Treasurer and Community Membership Executive (CME).

Responsibilities:

- Serve as a signer on the bank signature card for the troop's Girl Scout bank account.
- Ensure any changes to the account are reported to the GSNEO Finance Department.
- Provide general management of the troop checking account.
- Pay all invoices for troop activities and events in a timely manner.
- Promote efforts to be a self-sustaining troop by supporting the troop's participation in GSNEO Product Programs.
- Report and/or assist girls (as is age appropriate) to report on troop bank account activity at troop meetings.
- Complete and submit annual troop finance report by deadline.
- Maintain troop financial records in accordance with GSNEO Records Retention policy.
- Cooperate and provide the necessary records in the event of a random financial audit of the troop.
- Immediately report suspicious activity involving the troop bank account.
- Enter all transactions each month on the GSNEO [treasurer tracking template](#) or similar tool.

Marketable Skills and Abilities:

- Strong organizational skills
- Knowledgeable with technology
- Budget Management
- Time Management
- Prioritizing tasks
- Teamwork/Collaboration
- Experience with finances or related skills
- Communication/Improved interpersonal skills

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This role deals directly with finances. The volunteer must be approved to handle funds.
 - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Time:** 2 Hours average per month. Annual Finance report due 2nd Wednesday in June.
- **Required Training:** Money Matters in gsLearn.
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

Girl Scout Promise:

On my honor, I will try, to serve God and my country, to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
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.

