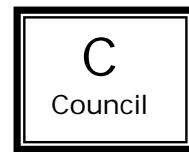




Girl Scouts-Wilderness Road Council
Volunteer Position Description



Name: _____

Service Unit: _____

Position Title: Treasurer

Reports To: Service Unit Manager/ Membership Specialist

Term of Appointment: One year. Renewable annually.

Position Summary: Responsible for coordinating and maintaining a record of troop or group and/or service unit records and for reporting those results to the council.

Duties and Responsibilities:

1. Receive training for position.
2. Maintain service unit bank account records and submit required reports by June 15 each year.
3. Maintain a record of all the troop bank accounts, and provide a copy of that record to the Service Unit Manager and Membership Specialist.
4. Serve as a resource to troop leaders on service unit banking resources available in area to ensure that troop's accounts are set up in the proper prescribed manner.
5. Work with Service Unit Event Coordinator for service unit events to ensure registrations and purchases are handled through the service unit bank account.
6. Report at the service unit meetings the current balance, expenditures and income of the service unit account(s).
7. Obtain approval of Service Unit Manager or Membership Specialist for all expenditures under \$25. For expenditures over \$25, obtain approval of majority of those in attending service unit meeting prior to spending money.
8. Must communicate and when possible support the council's efforts to secure financial goals through adult generated fund raising opportunities.

Qualifications:

1. Believe in the aims and purposes of the Girl Scout movement.
2. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
3. Be able to work with adults and to delegate and share authority.
4. Be able to meet deadlines and responsibilities, and to maintain confidentiality.
5. Take and update training for the position.
6. Be able to keep all bank account information confidential, releasing information only to sources authorized by the council staff.

Time: 1-2 hours per month.

I understand and agree to the duties, responsibilities and qualifications of this position.

Signature

Date