

Girl Scout Area Treasurer Position Description

Appointment/accountability: is appointed by and accountable to the area manager to keep accurate records of area funds and to oversee area troop accounts.

Term of appointment: One-year appointment generally concurrent with the membership year, October 1 through September 30. Recommended term limit: 5 years.

Responsibilities:

1. Keep track of troop bank accounts – location, authorized signatures, status.
2. Collect troop finance reports, detailed cash records.
3. Be responsible for area funds, keeping an accurate ledger of cash flow and banking transactions.
4. Work with area management team to manage budgeting for events, programs, and area expenses.
5. Compile reports as required and necessary for accurate information sharing within the area and council.
6. Adhere to Girl Scouts USA (GSUSA) and Girl Scouts Heart of Michigan (GSHOM) policies, standards and procedures.

Qualifications:

- Accepts the principles and beliefs of GSUSA and GSHOM.
- Is a registered member of GSUSA.
- Ability to keep accurate and timely records.
- Ability to manage finances.
- Access to computer with Internet access preferred.

Benefits to volunteer:

Volunteers in this position will gain experience (1) keeping accurate records and organizing information, (2) budgeting, (3) compiling reports, (4) working with a team.