

Troop Treasurer

Position Description/Volunteer Agreement

Name: _____

Telephone (primary): _____ E-mail: _____

Are you someone who loves working to balance numbers, organize funds, and help girls reach their money earning goals? A Troop Treasurer is the perfect role for you! Assist your troop and work to create a fabulous experience for your girls.

Troop Treasurers are the keepers of the funds for the troop. They help create open communication about the state of the bank account, assist where money will be exchanged, and help girls understand how much they have or where they might need to fundraise to reach their goals. Product sales is the Troop Treasure's time to shine! During these two main seasons (cookie Season and Treats and Reads), the Treasure will be the one accepting money raised and ensuring it safely gets into the Troop bank account.

~5 hours per month-more in cookie/product season

Term of Appointment: 1 Year

Benefits to volunteer: Volunteers in this position will enhance coaching and communication skills, develop and foster positive relationships among peers, and learn to become more comfortable with funds and organization.

Responsibilities:

- **Be an Organizer**
 - Keep all troop funds up to date and keep an open communication with the troop about the status of their funds.
 - Be ready to accept funds from different money-earning activities and write receipts.
 - Ensure recorders are easy to read.
- **Be a Girl-Led Partner**
 - Involve girls at the levels and processes.
 - Show how to run a bank account and help assist girls with questions and concerns.
 - Help girls understand how a budget works.

Volunteer agrees to:

- Register as a member of Girl Scouts of the USA and Girl Scouts Heart of Michigan.
- Complete a trainer application, background check, an orientation and required course(s) regarding the volunteer work.
- Understand and follow all GHSOM Financial policies.
- Work with Troop Leader to turn in a yearly Troop Finance Report
- Acknowledge that this position is voluntary and does not provide monetary compensation.
- Perform these volunteer duties to the best of my ability.

Girl Scouts Heart of Michigan agrees to:

- Provide updates, learning opportunities and assistance for the volunteer to be able to meet the responsibilities of this position.
- Provide a copy of Girl Scouts Heart of Michigan volunteer policies.
- Provide an orientation to the position, Girl Scouts Heart of Michigan, and Girl Scouts of the USA.
- Provide the basic equipment, tools, and materials for the position, and regular meetings and updates.
- Carry liability insurance and supplemental accident insurance as part of your Girl Scout membership.
- Provide ongoing support, guidance, and feedback.
- Give recognition for time devoted to the position.
- Be receptive to comments from volunteers regarding ways in which we might mutually better accomplish our respective tasks.

I have read and agree to abide by the Position Description/Trainer Agreement. I understand that failure to fulfill these responsibilities may result in the release of volunteer appointment or non-reappointment to a volunteer position with Girl Scouts Heart of Michigan.

Staff Signature

Date

Volunteer Signature

Date