

Girl Scouts of Minnesota and Wisconsin Lakes and Pines  
**Troop Treasurer Volunteer Position Description**



**Reports to:** Troop Leader/Service Unit Community Coordinator  
**Term:** One year, with reappointment

**Purpose:** Manages the troop's funds, ensuring that the handling of the funds meet with GSUSA's and GSMWLP's policies and procedures..

**RESPONSIBILITIES:**

1. Assist in opening/closing of the troop bank account and monitor as needed.
2. Is listed on the bank signature card as a signer on the Girl Scout troop account.
3. Assist in securing troop sponsorship.
4. General management of the troop checking account.
5. Pay all invoices for troop activities and events in a timely manner.
6. Support troop in efforts to be a self sustaining troop.
7. Report and/or assist girls (as is age appropriate) to report on troop bank account activity at troop meetings.
8. Complete and submit annual troop finance report as directed by due date.
9. Promote and support GSMWLP's Product Sale Programs.
10. Participate in recommended area learning sessions.

**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.

**Treasurer Agreement:**

I understand and agree to fulfill the purpose, accountability, and principal duties of the position of Troop Treasurer. This position is reviewable each year or as needed.

Please print your name here: \_\_\_\_\_

Your signature here: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Coordinator of SU# \_\_\_\_\_ or Membership Service Specialist:**

Please print your name here: \_\_\_\_\_

Your signature here: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to CC or MSS:** Please give one signed and dated copy to the new volunteer. Please mail a second signed and dated copy of this position description to the Duluth Regional Center attn: Adult Development Assistant at |424 West Superior Street, Suite G 3 | Duluth MN 55802. Thank you!