

# Troop Treasurer

## Annual Position Agreement

**Position Summary:** The Troop Treasurer is (with oversight from the Troop Leader) is responsible for managing and reporting the Troop finances, including the completion of the annual Troop Finance Report.

**Term of Appointment:** The treasurer is appointed annually by the Troop Leader and the Volunteer Services Team. The term begins on October 1st, and ends on September 30. The position is renewable upon completion of an evaluation process towards the end of their term.

**Support:** The Troop Treasurer receives support from their troop leader, service unit manager, and Volunteer Services.

### Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Express ideas and facts clearly and accurately.
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders.
- Owe no outstanding debts to GSNENY.
- Have a working knowledge of finance and spreadsheets.
- Have access and familiarity with the forms of communication most used by the Troop and Troop Leaders.
- **Be guided in all actions by the Girl Scout Promise and Law.**

### Responsibilities:

- Serve as an integral part of the Troop.
- Be one of (at least) two signers on the Troop bank account, alongside the Troop Leader.
- Maintain accurate and transparent accounting of all monies passing through the Troop treasury.
- Collaborate with volunteers planning Troop events to collect funds for all Troop events.
- Ensure proposed budget and reporting for Troop events is followed.
- Manage all reimbursements that are necessary for Troop Events.

- Track, and place in writing, all Troop based policies regarding money management.
- Attend and present, or send financial updates to the Leader at regular Troop Meetings.
- Provide support to troop volunteers regarding troop finances.
- Submit Troop Finance Report to the GSNENY office prior to June 30.
- Stay up to date on new and current and compliant with GSUSA and GSNENY financial policies.

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Signature

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Date

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Printed Name

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Troop Leader Signature

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Date

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Service Unit Number/Name