

## Volunteer Role Description

### Treasurer

Position Term: *	3 years - renewable upon GSSNE evaluation
Accountable to:	Service Unit Treasurer Team, Senior Risk & Compliance Manager
Classification:	Voluntary, unpaid position

### Position Summary:

Individuals legally listed on bank documents for Girl Scout checking accounts are considered “Treasurers” by GSSNE and will hold that role on troop rosters. A troop leader (who will also hold the Treasurer role) and the Treasurers will work closely with one another to oversee and manage the troop bank account and ensure proper fiscal responsibility and integrity of Girl Scout funds.

### Essential Duties & Responsibilities:

- Complete all required training required by GSSNE for the position.
- Using GSUSA and GSSNE guidelines, ensure a dedicated troop bank account is properly opened at a federally insured bank or credit union and registered with GSSNE
- Work with the Treasurer Team to responsibly manage Girl Scout troop funds and the bank account at all times.
- Collect funds in a timely fashion; make bank deposits the same day as received via live bank teller or ATM; maintain all financial records including all receipts for at least 3 years from the end of the membership year.
- Conduct monthly reviews of the bank account using paper or online statements.
- Submit the Troop Finance Report annually before the September 30 (9/30) deadline.
- Ensure Treasurers maintain current memberships and background screenings at all times.
- Ensure individuals holding Treasurer roles who are no longer active or associated with a troop are immediately removed from the bank account and a new Treasurer is added to ensure a minimum of 2 Treasurers/bank signatories at all times.
- Cooperate with GSSNE on all financial matters, requests, reviews.
- Ensure anyone handling Girl Scout product or funds is a currently registered and background checked adult volunteer.
- Comply with all GSUSA and GSSNE policies and procedures, including Volunteer Essentials, and recognize, understand, accept, and support all GSSNE goals and objectives, including the Diversity Equity and Inclusion Statement. <sup>1</sup>

## Requirements and Qualifications:

- Present a positive image of Girl Scouts to youth, volunteers, and the public/community at large by being guided by the Girl Scout Mission and Promise & Law in all actions, at all times.
- Be a registered member of GSSNE with current and applicable background check(s) conducted through GSSNE.
- MUST have reliable communication pathways, to computer, internet and phone.
- Must be proficient and comfortable with basic accounting.
- Have demonstrated the successful ability to handle a wide range of sensitive and confidential issues and communicate effectively with diverse groups.
- Must have strong attention to detail, be well organized, and be able to maintain accurate records.
- Willingly accept constructive feedback, seek developmental opportunities, and energetically and confidently possess a drive to achieve Council goals.
- Willingness to follow through, meet deadlines, and be accessible to volunteers, troops, and Council is essential.
- Express ideas and facts in a clear, understandable, and professional manner appropriate for the individual or group; listen to and comprehend what others are saying.
- Practice autonomy to assess own skills and abilities while identifying areas for improvement.

## GSSNE Offers:

- Access to professional development and network opportunities
- Access to Girl Scout-specific training
- Personal support throughout the duration of the role held

## Term:\*

3 years, renewable upon GSSNE evaluation

\*A term is a 3-year commitment while maintaining good standing with the council, i.e., meeting the Essential Duties and Responsibilities and the Requirements and Qualifications. Term limits follow the cycle of the Girl Scout year. Individuals should not serve more than two consecutive terms, nor should they serve more than 6 total years. Vacant positions may be pursued by another party to complete the term. If the outgoing individual served most (2.5 years or more) of their term, it is considered full term for renewal purposes. If another individual fulfills a vacated position with a majority (2.5 years or more) of the term left, the incumbent is considered to have fulfilled one term. If another individual fulfills a vacated position with a minority (2.4 years or less) of the term left, the incumbent will not be marked as a full term for term renewal purposes. GSSNE will evaluate term conditions on a case-by-case basis, with the potential to offer a term extension, transition period, or mentorship. This position with GSSNE is “at will,” which means the relationship may be terminated by either party, with or without cause at any time.

<sup>1</sup> GSSNE is committed to achieve pluralism through respect for and appreciation of the religious, racial, ethnic, social, and economic diversity of this Country by reflecting that diversity in its membership, leadership, and programming. We believe this commitment is an integral part of all that we do as an organization. Only individuals willing to accept the basic tenet that Girl Scouting is for all girls may serve in volunteer leadership.