



VOLUNTEER POSITION DESCRIPTION
AREA TREASURER

SUMMARY:	The Area Treasurer is responsible for the administrative oversight of the service unit/area’s bank account(s), finances, and required financial reporting.
TERM OF APPOINTMENT:	The Area Treasurer serves a term of one program year but may be eligible for reappointment.
ACCOUNTABILITY:	The Area Treasurer is accountable to the Service Unit Manager and appropriate Council Finance and Accounting staff.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Work in partnership with service unit/area team to create an annual budget for the year based on the service unit/area’s plans for the program year. • Manage the financial affairs of the area including the collection and deposit of all Girl Scout monies, payment of bills, monthly reconciliation and reporting. • Maintain copies and supporting documentation of all service unit/area inventories, event records, receipts and bank statements. • Present regular finance report to service unit/area, no less frequently than quarterly. • Work in conjunction with the Service Unit Manager to submit the Service Unit Annual Financial Report. • Provide financial guidance and information to troops as needed. • Ensure the service unit/area remains in compliance with the <i>Service Unit Banking Guidelines</i>. • Remain informed about and comply with all current policies, procedures and guidelines (<i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i>) of Girl Scouts-North Carolina Coastal Pines and GSUSA.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing a girl’s leadership skills.</p> <p>Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Practice positive communication skills and express ideas clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Registered member of GSUSA with a valid background check. • Completion of any required training assigned and provided by GS-NCCP and GSUSA. • Proven financial management skills and experience. • Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Area Treasurer Printed Name: _____

Area Treasurer Signature: _____

Date: _____ County: _____