

## District Treasurer Role Description

**Purpose:** To serve as the treasurer including responsibility for District events

**Accountability:** Appointed by and accountable to the District Manager

**Department:** Community Engagement Manager/Membership and Support

**Term:** Two years beginning June 1; may serve two successive terms. Renewable at the discretion of the District Manager

**Time Commitment:** 1-3 hours per month

### Responsibilities:

- Prepare annual District expense report
- Attend District meetings
- Ensure District event paperwork is completed and submitted in a timely fashion
- Maintain a bank account for the District

### Qualifications:

- Meet membership Requirements
- Take appropriate training for the position
- Abide by national and local Girl Scout policies, standards and procedures
- Attend Neighborhood Association meetings
- Has attained the minimum age of 18 years old
- Is capable of being bonded
- Knowledge of the Girl Scout program, *Safety Activity Checkpoints, and Volunteer Essentials*
- Access to a computer and the internet; and can use technology to communicate, process information and maintain records
- Demonstrate basic administrative and math skills
- Excellent Communication skills
- Familiar with financial and event paperwork
- Knowledge of Girl Scout program

### Training Required

- New Troop Leader Training
- Troop Money Management