

Neighborhood Treasurer Role Description

Purpose: To manage neighborhood finances and oversee troop money earning initiatives in a neighborhood in conjunction with the Neighborhood Manager

Accountability: Appointed by and accountable to the Neighborhood Manager and the Community Engagement Manager

Department: Membership Development and Support

Term: Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the Neighborhood Manager and Community Engagement Manager

Time Commitment: Approximately 10 hours per month

Responsibilities:

- Attend Neighborhood Association Meetings, manage the neighborhood account and share a neighborhood treasury report on a regular basis
- Communicate regularly with the Neighborhood Service Team to address the financial needs and concerns of the neighborhood
- Review neighborhood event budgets and provides updates to the Neighborhood Manager
- Ensure on time submission of Troop Year-End Reports
- Assist troops with opening a troop bank account and managing funds
- Review Troop Money Earning applications (P-14) to ensure Eastern Missouri troop money-earning policies and procedures are met
- Complete the Neighborhood Year-End Report by the specified deadline
- Follow and uphold all GSUSA and Eastern Missouri policies, standards, and procedures

Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- 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
- Comfortable communicating with adults and motivating them to comply with appropriate policies and procedures
- Demonstrate basic administrative and math skills



Training Required:

- New Troop Leader Training
- Troop Money Management