

**NEIGHBORHOOD  
TREASURER**

The **Neighborhood Treasurer's** purpose is to ensure neighborhood financial transactions are conducted according to TIGSC and Girl Scouts of the USA policies. He or she will be appointed by the Neighborhood Chair for a one year term. The Treasurer is accountable to the Neighborhood Chair(s) and membership staff assigned to the geographic region of the council with working relationships with the service team, leaders, troop treasurers and membership staff.

**Neighborhood Treasurer agrees to:**

- Become/remain a registered GSUSA member.
- Take appropriate training.
- Maintain the Neighborhood financial records.
- Write and disperse checks.
- Reconcile the account on a monthly basis.
- Make timely deposits.
- Read and follow TIGSC and GSUSA policies and procedures pertaining to finances.
- Educate troop leaders on troop finance requirements.
- Assist Neighborhood Chair with annual troop reports.
- Participate in team and leader meetings.
- Be proactive in negotiating responsibilities for this position.
- Provide financial report at monthly service team meetings.
- Have fun and maintain a positive attitude.

**Neighborhood Chair agrees to:**

- Provide a copy and interpretation of the TIGSC policies and procedures.
- Provide orientation and assist in training for the position.
- Provide a copy and review the responsibility outline.
- Give recognition.
- Provide evaluation.
- Assist Treasurer with troop audits when needed.
- Negotiate any responsibilities within the position responsibility outline.
- Approve monthly financial report from Treasurer.
- Promote a fun, enjoyable atmosphere of mutual respect and commitment to girls and Girl Scouting.

**Volunteer Agreement**

I have read the responsibilities of the Neighborhood Treasurer and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood \_\_\_\_\_

\_\_\_\_\_

Volunteer's signature and date

E-mail: \_\_\_\_\_

Term: \_\_\_\_\_

\_\_\_\_\_

Neighborhood Chair signature and date

Revised 7/22/05

