

## Volunteer Position Description/Agreement: Troop Bank Signer

**Term of Appointment:** A one-year term that is renewable upon a mutual agreement between volunteer and volunteer's supervisor including submission of the Troop Annual Financial report by June 15.

**Summary:** The Troop Bank Signer is responsible for oversight of the Troop's bank account, including the review and maintenance of bank statements, and working with Troop Leadership to complete and submit financial reports to GSNI.

**Reports to:** Troop Leadership volunteers

**Support:** Service Unit Manager and Member Support Specialist

### Benefits:

- Strengthen Financial Skills
- Increase Communication Skills
- Develop Organization Skills

### Responsibilities:

- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI, and keep the leaders, parents/guardians, and girls informed of the troop's finances.
- Work with Troop Leaders to complete and submit Finance Reports to GSNI.
- Assist with purchases of troop supplies when needed
- Share knowledge, experience and skills, using a positive, flexible approach.
- Cooperate with fellow troop leaders, product program and troop volunteers.
- Stay informed about and comply with the current requirements of *Volunteer Essentials*, *Safety Activity Checkpoints*, state laws, and procedures and guidelines of GSNI and GSUSA.

### Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty and credibility.
- **Adaptability:** Adjust, modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral Communication:** Express ideas and facts clearly, concisely and accurately.
- **Foster Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

### Additional Requirements:

- Be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Must become a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Stay informed about and comply with the current requirements of *Volunteer Essentials*, *Safety Activity Checkpoints*, state laws, and procedures and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by Girl Scouts of Northern Illinois (GSNI) and GSUSA.