



**Volunteer Position Description:** Community Finance Coordinator

**Purpose of this Position:** To manage the Community bank account, provide financial reports for the Community, and assist Event Organizers with event budgeting.

**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.

**Supervised By:** Girl Scouts of Southeastern Michigan Finance Department

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### **SPECIFIC RESPONSIBILITIES:**

#### **Ensure a Financially Stable Community**

- Act as treasurer and bank account signer for Community funds/bank account.
- Serve on the Community Funding Committee.
- Work with the Girl Scouts of Southeastern Michigan (GSSEM) Finance Department to resolve banking and financial issues.
- Review Community Event budgets to ensure they align with Girl Scouts of the USA (GSUSA) and GSSEM financial policies and procedures.

#### **Keep Accurate Records**

- Maintain accurate records of all Community financial transactions.
- Compile periodic reports of Community financial activities and submit the Community Annual Financial Report to GSSEM Finance Department by June 21st.

#### **Support Your Fellow Volunteers**

- Coordinate with the Events Coordinators for approval of Intent to Event forms.
- Act as a resource for banking and financial literacy programs/events.

### **REQUIREMENTS:**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to this position.
- Have no debt owed to GSSEM or its troops/groups.
- Energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.