

Troop 355	Position Guide	Latest Revision: April 30, 2009
	Treasurer Coordinator	Page 1 of 1

Preamble

The Treasurer is responsible for the financial well being of the Troop.

I. Reporting Relationship

This position reports to the Advisory Committee Chair

II. Responsibilities and Duties

1. Maintain the checking and savings accounts
2. Prepare a monthly financial report for the Advisory Committee Chair
3. Pay bills authorized by the Advisory Committee Chair
4. Deposit moneys received
5. Provide financial advice to the Advisory Committee Chair

III. Training

1. Attend the following training courses provided by the San Gabriel Valley Council:
 - a. Fast Start Training
 - b. Troop Committee Challenge