

Treasurer Position Description

The duties of this position are as follows:

Treasurer

- Handle all Troop funds. Pay bills on recommendation of the Troop Committee Chairman or Scoutmaster and authorization of the Troop Committee.
- Maintain Troop bank accounts.
- Train and supervise the Troop Scribe in record keeping.
- Keep adequate records in the Troop accounting software.
- Maintain history of Troop budgets, spending, and receivables.
- Work closely with coordinators of money-earning projects, including obtaining proper authorizations. Coordinate the fundraising activities with the Newspaper/Recycling Chairman and other fund raising coordinators as required.
- Supervise individual Scout Accounts in the Troop Treasury.
- Lead in the preparation of the annual Troop Budget.
- [Promote the Friends of Scouting (FOS) campaign, working closely with the Troop's FOS Coordinator.
- Other Responsibilities (can be additional positions):
 - **Friends of Scouting (FOS) Coordinator**
 - Ensure that every family in the Troop has the opportunity to participate in the FOS campaign, working with the Troop Treasurer.
 - Coordinate with Council on annual FOS drive; forward paperwork and donations to Council office.
 - Report to the Troop Committee at each meeting during the campaign. If not in attendance, submit written report.
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