Girl Guides
Nova Scotia Council

District Treasurer

Position Description

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The District Treasurer monitors the use of funds in your district. The District Treasurer works with the District Commissioner and ensures that Unit Treasurers are supported in their roles and fulfill their responsibilities.

ACCOUNTABILITY

District Commissioner

RESPONSIBILITIES

District and Unit Treasurer responsibilities do not differ significantly when using the Unified Banking system. However, a District Treasurer is also responsible for monitoring unit-level activity for operational reasons and can continue to do so through "read only access" to unit accounts.

The responsibilities of the District Treasurer are:

- **General Financial Oversight**
    - Monitor the district account to ensure all transactions are accurate and verified weekly.
- **Support cookies sales and fundraising in your District**

    - Ensure that cookie funds are deposited before the payment due date for each campaign.
- **Financial planning and budgeting**
    - Plan the Guiding year with the regional leadership team aligning to Provincial goals and vision. Including revenue and expenses.
- **Financial reporting**
    - Keep the regional council members informed of the account balance and the available balance monthly.
- **Banking and managing finances**
    - Deposit all regional funds
    - Verify all deposits and purchase cards (pcard) transactions.
    - Prepare manual expense transactions for non-purchase card transactions
    - Attach all electronic copies (scan or photos) of deposit slips and receipts for all revenues and expenses to the transactions in the Unified Banking system.
    - Supporting requests for the Member and Unit Support Fund
- **Complete the year end reconciliation**
    - Ensure that all units in your district complete their YER by the deadline
- **Support the unit treasurers in your region when necessary**
    - Ensure a smooth transition when treasurers change positions
    - Help unit guiders to recruit new Unit treasurers

QUALIFICATIONS

• Passion for and commitment to Girl Guides of Canada (GGC) and its mission.

• Ability to work both independently and as part of a team.

• Strong critical thinking, analytical, and decision-making skills.

• Experience leading and facilitating meetings, encouraging input from others, and managing challenging conversations.

• Excellent organizational skills to manage tasks and priorities effectively.

• Good writing, communication, and listening skills with the ability to communicate clearly through various media.

• Familiarity with Office Suite or willingness to learn and adapt to new technology.

EXPECTATIONS

• Meet the 72-hour service standard for responding to GGC related email and phone requests.

• Maintain current knowledge of National and Provincial policies, procedures, and programs.

• Act in the best interests of the entire Provincial Council, not personal or regional interests.

• Contribute to the growth and success of Guiding within the District and/or Provincial Council.

• Keep open communication with the other District Commissioners, and/or Provincial Council about important issues.

• Prepare for and actively participate in all meetings by reviewing materials, seeking clarification as needed, and making decisions that align with GGC's best interests.

TIME COMMITMENT

• 5-10 hours/week (variable based on size of district and time of year; spring and fall are busiest).
TERM:

• Three (3) year term, with option of renewal