

Summary: The OCMT Treasurer has the vision, enthusiasm, and ability to support the OCMT and local volunteers to carry out the Girl Scout Leadership Experience (GSLE). The Treasurer maintains all financial processes and records for the Overseas Committee (OC) adhering to GSUSA, USAGSO, and local standards. This includes bookkeeping to track the OC finances and troop finance.

Term of Appointment: The Treasurer is appointed for a one-year term (October 1 to September 30) that is renewable each year. OCMT positions usually begin a few weeks/months prior to Oct. 1.

Supervision: The Treasurer reports to the Overseas Committee Chair and Co-Chair in addition to USAGSO Mission Delivery staff assigned to that area.

Support: The Treasurer receives support, guidance, and encouragement from the Overseas Committee Chair (OCC), with additional support from members of the Overseas Committee Management Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Become a registered member of GSUSA.
- Successfully complete the USAGSO enrollment process and [incoming OCMT Checklist](#).
- Complete all required training for your position within one month of appointment.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Leadership and recruiting of the Overseas Committee Management Team.
- Provide financial advice and assistance for troop volunteers.
- Develop the annual budget with OCMT, managing records and reports to OCMT monthly.
- Responsible for managing banking, troop finances, and reporting financial activities to USAGSO and other entities as required with financial audit due July 15.
- Serve as signature authority on Overseas Committee bank account, distributing troop funds/reimbursements. If unable to open a bank account due to local laws, establish and maintain an internal financial management process.
- Maintains files with all OC financial records including receipts and payments.
- Ensure troops are following GSUSA money earning policies.
- Communicate and comply with all volunteer processes, standards and safety guidelines as outlined in Safety Activity Checkpoints and Volunteer Essentials to all local volunteers.
- Utilize the USAGSO Google Gmail account for all community communications.
- Utilize Looker to track, local rosters and membership fees.
- Complete any required financial paperwork local military or community partners.

Qualifications and Core Competencies:

- Leadership: Ability to manage, supervise, and provide support.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

Failure to comply with the requirements outlined above may result in dismissal from volunteer position.

Signed:

Treasurer Signature & Community #

Date

OCC and/or USA Girl Scouts Overseas Staff Signature

Date

**Please sign and upload to your Google Drive
and complete the OCMT commitment form here:**

<https://usagso.wufoo.com/forms/overseas-committee-commitment-form/>