

Pack 374 Leader Position Descriptions

TREASURER

Pack Committee

Position Description

- Ensures pack finances are sound.
- Collects payments from pack members.
- Signer on the pack checking account.
- Keeps up-to-date financial records.
- Prepares and presents financial report to pack committee at regular pack committee meetings.
- Reports to the chartered organization as often as they desire on the financial condition of the pack.
- Processes and writes checks for approved payments and reimbursements.
- Arranges for all pack checks to be signed by two of the following: Pack Committee Chair, Cubmaster, Secretary, or Treasurer.
- Makes bank deposits.
- Advises pack committee on financial matters.
- Assists Pack Committee Chair and/or Cubmaster in preparing the annual budget.

Desired skills & requirements

- Basic financial knowledge.
- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-3, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018