



Regional Finance Chair Volunteer Position Description

Position: Regional Finance Chair

Reports to: VP of Member Services/Designee and Chief Financial Officer

Summary: The Regional Finance Chair (RFC) is responsible for the oversight of all funds held in Council Restricted funds for their Region. She/he also is responsible for reviewing and submitting regular financial reports for funds assigned to the Region. The nature of this position requires the individual to provide indirect service to girls.

Term of appointment: The Regional Finance Chair appointment is for a two-year term that is renewable upon satisfactory performance with a maximum of three terms.

Responsibilities:

- Responsible for the oversight and management of all funds held in Council Restricted Funds for their assigned Region
- Sits as a voting member of the Regional advisory team for the assigned jurisdiction
- Participate in Regional team meetings and report on financial status and activities
- Develop and implement the Regional Annual Budget with input from each Service Area and Regional Advisory position
- Review and approve Purchase Orders for all Regional expenses
- Monitor Regional and Area use of Regional credit cards insuring timely submission of reports to Finance
- Review and approve completed Intent to Event forms for all Regional Events sponsored by volunteers in assigned jurisdiction
- Review Event Wrap Up Report insuring completion and accuracy with Event Coordinator
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of San Gorgonio Council (GSSGC) and Girl Scouts of the USA (GSUSA)

Qualifications and core competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **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.
- **Additional requirements:**
 - Experience in financial management and/or accounting
 - Experience in regional management of banking a plus
 - Bilingual preferred (if applicable)
 - Must be a background cleared member in good standing of Girl Scouts of San Gorgonio
 - Complete mandatory and ongoing training as required

Girl Scouts of San Gorgonio will provide or make available all applicable resources and training opportunities.