



Role Description: District Finance Team Leader

Objective:

To manage and support the Districts Financial Operations which will assist units to have profitable results for their unit funding through Council lead events; while also providing support to Aloha Council in meeting its operating budget through the success of the units.

Responsible to:

District Chair / Vice Chair Admin and supported by Area Leadership District Exec. and Unit Servicing Exec.

Responsible for:

Recruitment and management of Finance Committee; obtain and understand the districts portion of funds to be raised toward the Council budget through Friends of Scouting, Makahiki, Popcorn and other events the Council and District chooses to promote.

1st Year Training Requirements:

District Finance Committee Guide (http://tinyurl.com/DistrictFinanceGuide)	Key Scouter Conference Training (Feb)
FOS Presenters Training	Youth Protection Training
	Popcorn Sales Training/Kick-Off (Aug)

2nd Year Desired Trainings:

Succession Planning	Journey to Excellence
Misc trainings relates to Product Sales & Fund Development	

Main Tasks and Targets:

1. Develop a team of 3-5 additional finance committee members to support Finance Campaigns
2. Supporting the units from the District level to be profitable at fundraising campaigns
3. Support Aloha Council Staff in the development and district implementation of:
 - a. Friends of Scouting Family, LDS, Community (*Friends of Scouting Resource Manual, NO. 35-802*)
 - b. Makahiki Card Sales & Distribution
 - c. Makahiki Event Promotion
 - d. Popcorn Sales & Distribution
4. Review Targets and Budgets to maintain district goals to achieve council goals
 - a. Provide Friends of Scouting District to Achieve Goal, Makahiki Sales Goal & Popcorn Goal

Required Duties:

1. Attend District Committee Meetings, bi-monthly
2. Attend preparation and brainstorming meetings for finance campaigns
3. Assist in facilitation and administering Kick-Off events
4. Oversee FOS Team Leader in carrying out a successful district campaign and meets District Goal by June 1st.
5. Oversees Makahiki and Popcorn Team Leader during Product Selling months
 - a. Assist in promotion to units on how to sell and the benefits of selling
6. Inform units of BSA Finance policies if creating fundraising opportunities of their own
7. Provide recognition to donors, along with information on how their dollars help serve youth
8. Actively and continuously build rapport with Scouters and Adults in the community
9. Relay communications from Aloha Council / DE to Units in regards to Campaign SOPs



District Finance Chair Onboarding Process

First 30 Days:

- Complete an Adult Application with Position 75,
- Attend a Key 3 meeting to be introduced to Chair/Commissioner
- Read District Finance Committee Guide
- Complete Youth Protection Training
- Review Council Calendar of Events related to Finance duties
- Sit with District Executive to review District Finance Campaigns

First 90 Days:

- Attend District Committee
- Review the latest reports available regarding the current season of campaigns
- Complete your vision for the District and bounce ideas off Chair/DE
- Meet additional Finance Committee Members / begin development of a team

3 Months – 6 Months

- Begin to Implement Vision for upcoming campaign
- Come to full realization of past weaknesses to improve on
- Implement plan to develop additional finance committee members
- Implement plan to grow unit participation
- Receive needed reports from DE or Assistant of Field Service

Additional Resource Materials:

District Finance Committee Guide: tinyurl.com/districtfinanceguide

Friends of Scouting Resource Manual, NO. 35-802

Highlights of District Operation: Helping Units Succeed and Recruiting District Volunteers

https://www.scouting.org/filestore/commissioner/pdf/34512_WB.pdf

Handbook for District Operations: <https://tinyurl.com/HandbookForDistrictOperations>



Standard District Organization Chart (Fund Development)

