



Service Unit Treasurer Position Description

- Position:** Service Unit Treasurer
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To ensure sound financial management of all Service Unit funds
- Responsible To:** Appointed by and responsible to Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Willingness to learn Girl Scout Guidelines pertaining to Troop SU finances as outlined in *Safety Activity Checkpoints*
 - Knowledge of basic record keeping and banking practices
 - Act in a confidential manner
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Participate in the development and implementation of Service Unit goals
- Attend Service Team and Service Unit meetings as required
- Maintain and monitor the Service Unit bank account(s)
- Ensure accurate and timely financial reporting for all Service Unit funds
- Provide quarterly Service Unit financial reports at Service Team and volunteer meetings
- Submit a summary of Service Unit finances annually to the Service Unit Auditor
- Act as Service Unit Liaison to GSCB CFO
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

Note: GSCB recommends that a Service Team member, excluding the Service Unit Auditor, should be a signer on the Troop bank account.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____