

## SERVICE UNIT TREASURER SERVICE UNIT TEAM MEMBER

### Summary:

Term of Appointment: The Service Unit Treasurer is appointed for a one (1) year term from July 1 through June 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 4 hours per week.

Supervision: The Service Unit Treasurer is supervised by the Service Unit Manager.

Support: The Service Unit Treasurer receives additional support, guidance, and encouragement from the Regional Membership Manager. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

### Responsibilities:

- Work with Service Unit Team to manage and provide support for a designated group of troops.
- Attend service unit team planning meetings and service unit meetings.
- Maintain the service unit checking account.
- Manage and accurately account for service unit funds.
- Maintain accurate records including documentation for income and expenditures.
- Complete and submit the annual Financial Report.
- Assist in developing budgets for service unit events.
- Provide support to service unit troop leaders in establishing or closing accounts.
- Maintain a record of all troop bank accounts.
- Be guided 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 the Desert Southwest (GSDSW) 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. Committed to supporting the council by presenting a positive and consistent message of Girl Scouting.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to email and the internet, plus knowledge of social media.
- Additional requirements
  - Current GSUSA membership
  - Previous Girl Scout experience is preferred
  - Completed volunteer application process and training requirements

By signing below, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.

Date: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_