

# SERVICE UNIT TREASURER

**Summary:** The Service Unit Treasurer oversees the fiscal responsibilities of the service unit, ensures the service unit and troops adhere to financial policies and supports troops with sound financial management.

**Term of Appointment:** The Service Unit Treasurer is appointed for a three (3) year term from October 1 through September 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 4 hours per week.

**Required Training:** Troop Money Basics, Service Unit Basics, Service Unit Treasurer, Service Unit Summit

**Supervision:** The Service Unit Treasurer is supervised by the Service Unit Manager and GSDSW Troop/Service Unit Support Team which will provide general oversight for all service unit operations.

## Responsibilities:

- Serve as an example of sound financial management focusing on transparency and communication
- Support Service Units
  - Serve as an authorized signer on the service unit bank account
  - Maintain the service unit checking account by keeping accurate records of all income and expenses
  - Assist service unit team in developing annual budget
  - Complete and submit the *Annual Troop/Group Financial Report* to council by given deadline
  - Ensure service unit follows all GSUSA and GSDSW financial policies
  - Attend service unit team and service unit meetings
  - Provide a monthly treasury report at service unit meetings and answer questions
- Support Troops and Troop Volunteers
  - Ensure troops follow all GSUSA and GSDSW financial policies
  - Assist troops with completion of their *Annual Troop/Group Financial Reports*
  - Provide support to troops volunteers on sound financial management including training
- Recommend and mentor a new Service Unit Treasurer during your third year in this position
- Continually communicate with service unit team and GSDSW staff

## Qualifications

- **Girl Scout Status:** Current GSUSA membership required and completed volunteer background check; training requirements must remain current and remain in good standing with council.
- **Compliance:** Guided by the Girl Scout Mission, Promise and Law; remain informed about, comply, and support the most current policies, procedures, and guidelines of Girl Scouts of the Desert Southwest (GSDSW) and Girl Scouts of the USA (GSUSA)

## 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, 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 spreadsheet applications
- **Ethical Budgeting Skills:** Conscious and ethical decision making about allocation of money
- **Time Management:** Ability to meet council deadline and complete tasks in a timely manner

## Benefits:

- Improve your financial management skills for personal enrichment and resume building
- Enjoy opportunities for networking as you give back to fellow Girl Scout volunteers
- Benefit from exclusive recognition by council, service unit, and fellow volunteers
- Expand your working knowledge of Girl Scouting and the many topics it encompasses