

Job Title: Service Unit Treasurer

Position Type: Volunteer

Term of Appointment: This position is appointed for a term of one (1) year, running August 1 – July 31, renewable annually with approval from the Service Unit Manager. Volunteers may serve a maximum of five (5) consecutive terms in this role, unless an exception is granted by council staff at the request of the Service Unit Manager.

Time Commitment: Average of 4 hours per week

Supervised by: Service Unit Manager and GSDSW Engagement Team

Position Summary

The Service Unit Treasurer oversees the fiscal responsibilities of the service unit, ensures compliance with Girl Scout financial policies, and supports troop volunteers in sound financial management practices. This role promotes transparency, accountability, and education around financial best practices within the Girl Scout community.

Primary Responsibilities

Support the Service Unit

- Serve as an authorized signer on the service unit bank account
- Maintain accurate financial records for the service unit checking account
- Collaborate with the service unit team to develop an annual budget
- Complete and submit the Annual Troop/Group Financial Report by the deadline
- Ensure adherence to GSUSA and GSDSW financial policies
- Attend service unit and service team meetings
- Provide monthly treasury reports and address financial questions

Support Troops and Volunteers

- Guide troops in following all GSUSA and GSDSW financial guidelines
- Assist troop leaders with completing Annual Troop/Group Financial Reports
- Offer financial guidance and support, including training for troop volunteers

Leadership & Communication

- Identify and mentor a potential successor during the third year of service
 - Maintain ongoing communication with the service unit team and GSDSW staff
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Qualifications

- Current GSUSA membership
 - Successful background check and completed required training
 - Previous Girl Scout experience preferred
 - Remain a volunteer in good standing throughout term
 - Completion of required training; must remain current throughout term
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Core Competencies

- **Girl Focus:** Prioritize activities that empower girls through cooperative learning and leadership
- **Personal Integrity:** Uphold honesty, dependability, and credibility
- **Adaptability:** Embrace flexibility in changing environments and team dynamics
- **Oral Communication:** Clearly articulate ideas and represent Girl Scouting positively

- **Computer Literacy:** Email access and ability to use spreadsheets (e.g., Excel, Google Sheets)
 - **Financial Acumen:** Ethical decision-making and responsible budget management
 - **Time Management:** Meet deadlines and complete required tasks efficiently
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Benefits

- Enhance your personal and professional financial management skills
 - Build connections and leadership skills while supporting your local Girl Scout community
 - Receive recognition from the council and fellow volunteers
 - Deepen your understanding of Girl Scouting and its broader impact
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Acknowledgment

By signing below, I affirm that I have read and understand the responsibilities of the Service Unit Treasurer role and agree to fulfill the duties outlined.

Date: _____

Service Unit: _____

Name (Print): _____

Email: _____

Signature: _____