

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
- **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

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: _____