Service Unit Volunteer Position Description

Volunteer Position: Service Unit Treasurer

Summary of Position: In partnership with the service unit team, maintain and oversee the service unit’s finances including the service unit bank account(s) and assist troops/groups with their financial responsibilities.

Reports to: Service Unit Coordinator, GSEMA Volunteer Support Specialist

Required Training: Troop Pathway Orientation, Service Unit Treasurer training

Term of Appointment: One year (Aug 1 – July 31). This position is appointed by Volunteer Support Specialist with recommendations from the service unit.

Duties and Responsibilities:

- Serve as an integral member of the service unit team.
- Attend regularly scheduled service unit meetings at least three times per year.
- Maintain accurate service unit bank account(s) and financial records.
- Provide monthly service unit financial updates to the service unit team and a financial summary to the entire service unit at service unit meetings.
- Collaborate with the service unit event coordinator(s) and/or other volunteers to collect payments for all service unit events.
- Ensure necessary financial reports are received from volunteers and recorded after completion of service unit events.
- Manage the reimbursement process for service unit event expenses.
- Complete the Annual Service Unit Financial Report and submit to a GSEMA Volunteer Support Specialist on or before schedule.
- Provide support to troop volunteers regarding troop finances and reporting.
- Assist troops with completing their Annual Troop Financial Reports, review reports for completeness, and submit on or before schedule to a GSEMA Volunteer Support Specialist.
- Maintain the service unit’s Juliettes/Independently Registered Members (IRMs) bank account, if applicable.
- Be held accountable to the service unit and GSEMA for all monies collected and distributed.
- Partner with GSEMA staff to ensure the service unit and troops/groups adhere to the guidelines and policies found in Girl Scouts of USA (GSUSA) and GSEMA Volunteer Policies and Procedures, Volunteer Essentials and Safety Activity Checkpoints.
Attend GSEMA’s annual Volunteer Conference and/or the SUN Day kickoff event.

Be a positive role model to girls and adults by acting with integrity and adhering to the Girl Scout Promise and Law.

Serve as an ambassador for the Girl Scout mission and council by maintaining a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA while working collaboratively with GSEMA staff partners.

Qualifications:

- Registered member of Girl Scouts by date assigned to position.
- Have an approved and current criminal background check listed in GSEMA’s records.
- Agree to the responsibilities and duties listed in the and online Service Unit Treasurer Agreement.
- Accept the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation or differing abilities.
- Demonstrate dependability, honesty and credibility.
- Express ideas and facts clearly and accurately, both verbally and in writing.
- Actively involved and knowledgeable about Girls Scouts.
- Access and ability to use computer, internet and phone.
- Working knowledge of finance and spreadsheets.