

# Service Unit Treasurer Position Description

**Summary:** Service Unit Membership Treasurers manage the service unit's finances and support troop financial management best practices.

**Expected Commitment:** averages 1 hour per month, 1-year term of appointment (August-July) with option to renew annually

**Training Required:** Leading the Service Unit (~90 min online at your own pace); additional resources also available

**Supported by:** GSEMA Volunteer Support Specialist (staff) in collaboration additional staff subject-matter experts

## **Position Key Responsibilities:**

- Co-sign service unit bank account with at least one other service unit team member
- Manage service unit finances, including but not limited to town-wide event income and expenses
- Understand GSEMA's volunteer financial management policies and notify staff if any concerns arise related to misuse of funds
- Complete service unit financial report by June 30 annually and remind troops to complete troop financial reports by June 30 annually by providing hands-on support or connecting troop leaders with GSEMA staff

## **Service Unit Leadership Team Responsibilities:**

As a leader within your Girl Scout community, you will:

- Work collaboratively with GSEMA staff across all departments and fellow volunteers
- Model best practices by committing to the principles of the Girl Scout Movement, including the Girl Scout Promise and Law, and following GSEMA Volunteer Policies & Procedures
- Build and contribute to a service unit team by empowering and encouraging volunteers to take on roles and projects within the local Girl Scout community (e.g., planning town-wide events, community service projects, working a recruitment table at an event, etc.)

## **Qualifications:**

Complete appointment interest interview with Volunteer Support Specialist.

Agree to the volunteer provisions listed in the [annual Online Volunteer Agreement](#), including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and 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.