

**ANDOVER**

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**BOSTON**

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**WALTHAM**

265 Beaver St.  
Waltham, MA 02452  
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## 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.

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- 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.