

Service Unit Treasurer Position Description

Pathway:

- Long-Term Direct Service Long-Term Indirect Service
 Short-Term Direct Service Short-Term Indirect Service

Time Commitment:

Duration 1 year(s) month(s) week(s) day(s)
 For 5 hour(s) per year month week day

Summary:

The nature of this position requires the individual to provide indirect service by budgeting and managing all financial affairs of the Service Unit and to see that all forms are completed and submitted properly.

Reports to:

Membership Delivery Manager

Support:

The Service Unit Treasurer will receive full support, guidance and encouragement from the Service Unit Administrator, the membership Delivery Manager and the Finance Department. She/he will have access to relevant learning opportunities and materials and will undergo the training/learning and orientation to Girl Scouting that will enhance her/his knowledge and confidence to work successfully with other adults and will enrich her/his Girl Scout experience.

Responsibilities/Tasks:

- Attend council sponsored training/learning
- Attend Service Unit meetings
- Plans budget with Service Unit based on Service Unit plan of work
- Handles all financial affairs of Service Unit (collecting money; depositing funds, paying bills, and balancing statements) as directed by Service Unit Administrator
- Maintains Service Unit copies of troop/group inventories, money-earning applications, troop and Service Unit financial reports; and troop bank account list with numbers, bank, and signatures
- Review troop financial reports
- Assist with troop audits as necessary.

Core Competencies-Required:

- 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
- Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately

- Fostering diversity: Understand and embrace differences

Additional Competencies, Skills, or Requirements-Preferred:

- Be a registered adult member of GSUSA and have all Girl Scouts of Black Diamond volunteer paperwork on file
- Complete appropriate screening as outlined in the volunteer policies and procedures
- Be at least 18 years old Be a registered adult member of GSUSA and have a GSBDC volunteer application on file
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies
- Ability to work with adults
- Ability to work independently and in an organized manner
- Ability to keep records effectively
- Willingness to keep informed of and attend meetings as required
- E-mail and internet know how

Required Training:

- Managing Troop Finances
- Service Unit Treasurer EOY Responsibilities
- Service Unit Treasurer Orientation Manual Review completed and returned

Safety-Related Issues:

- See the volunteer policies procedures on our website under the Volunteer Resources section

Agreement

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): _____ Email: _____

Phone: _____ Address: _____

Signature of Volunteer: _____ **Date:** _____