



**Service Team Volunteer Position: Service Unit Treasurer**

**Term:** 1 year—May be reappointed after evaluation.

**Summary:** The Service Unit Treasurer is responsible for overseeing the funds and financial obligations of the assigned service unit in a proper manner. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

**Appointed by and reports to:** Service Unit Manager

**Support:** The Service Unit Manger will get full support, guidance, and encouragement from council staff, the service unit, and the service team.

**Responsibilities/Tasks:**

- Make sure that the service unit funds are deposited into the service unit checking account in a timely manner and that all debts are paid promptly
- Make sure the checking account records are preserved
- Balance the checkbook each month
- Keep all receipts
- Ensure that all checking account statements are sent to the assigned Girl Scout Service Center
- Work closely with the Service Unit Manager so funds are distributed properly and budgets are prepared for service unit activities
- Attend learning opportunities as requested
- Attend service unit and service team meetings to make sure that financial obligations are met
- Turn in the year-end service unit financial records

**Core Competencies—Required:**

- Personal integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral/written communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures
- Math skills; computer worksheets preferred
- Have a knowledge of Girl Scouting including *Safety-Wise* and council policies.

Volunteer Agreement:

Signature of Service Unit Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Membership & Community Development Specialist \_\_\_\_\_

Date \_\_\_\_\_