



Volunteer Position Description / Agreement: Service Unit Treasurer

Term: A one-year term that is renewable upon successful completion of a year-end evaluation.

Summary: The Service Unit Treasurer is responsible for overseeing the funds and financial obligations of the assigned service unit in a proper manner.

Reports to: Service Unit Manager

Support: Member Support Specialist and GSNI Finance Department

Benefits: Organization Skills, Finance and Budgeting Skills, Communication Skills, and Computer Skills.

Responsibilities:

- Attend service unit and service team meetings to make sure that financial obligations are met.
- Ensure 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.
- Work closely with the Service Unit Manager so funds are distributed properly, and budgets are prepared for service unit activities.
- Turn in the year-end service unit financial records, including receipts for SU expenditures.

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Experience in education and/or adult education is a plus.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) council-approved volunteer application (that includes a background check and references) on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.