

### *Service Unit Treasurer*

*This position description is a guide to utilize as an aid for what best fits your service unit. GSNI understands service units differ and trust your team will customize these responsibilities to best serve your members.*

The Service Unit Treasurer is the money master. They budget, reconcile, maintain financial records, and work closely with the Service Unit Team to manage funds.

The Treasurer assists the service unit by:

- ◆ *Managing the bank account*
  - Track expenses and deposits.
  - Ensure compliance with GSNI policies.
- ◆ *Assisting with service unit events*
  - Communicate account balances to ensure realistic budgets are created and followed.
  - Deposit checks and cash.
  - Reimburse volunteers and pay vendor fees.
  - Confirm accurate funds are received from event registrations.
- ◆ *Keeping accurate financial documents*
  - Maintain a ledger with deposits and withdrawals.
  - Reconcile monthly bank statements with ledger.
  - Complete and submit the annual financial packet to GSNI.
  - Store financial records for three years.
- ◆ *Following the Girl Scout Promise and Law*

The Treasurer position is essential to the continued success of the service unit and GSNI. We would like you to fill the position for a minimum of one year, but we hope to have you part of the team for longer. At any time, a volunteer may be appointed to another Girl Scout position, removed from a position, or may resign.

Thank you for volunteering! The Girl Scout Movement is only possible with amazing individuals like you!

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_