

Service Unit Treasurer Position Description

Summary: Service Unit Membership Treasurers manage the service unit's finances and support troop financial management best practices.

Expected Commitment: averages 1 hour per month, 1-year term of appointment (August-July) with option to renew annually

Training Required: GSEMA Service Unit Orientation (~90 min online at your own pace); additional resources also available

Supported by: GSEMA Volunteer Support Specialist (staff) in collaboration additional staff subject-matter experts

Position Key Responsibilities:

- Co-sign service unit bank account with at least one other service unit team member
- Manage service unit finances, including but not limited to town-wide event income and expenses
- Understand GSEMA's volunteer financial management policies and notify staff if any concerns arise related to misuse of funds
- Complete service unit financial report by June 30 annually and remind troops to complete troop financial reports by June 30 annually by providing hands-on support or connecting troop leaders with GSEMA staff

Service Unit Leadership Team Responsibilities:

As a leader within your Girl Scout community, you will:

- Work collaboratively with GSEMA staff across all departments and fellow volunteers
- Model best practices by committing to the principles of the Girl Scout Movement, including the Girl Scout Promise and Law, and following GSEMA Volunteer Policies & Procedures
- Build and contribute to a service unit team by empowering and encouraging volunteers to take on roles and projects within the local Girl Scout community (e.g., planning town-wide events, community service projects, working a recruitment table at an event, etc.)

Qualifications:

- Complete appointment interest interview with Volunteer Support Specialist.
- Agree to the volunteer provisions listed in the [annual Online Volunteer Agreement](#), including but not limited to annual membership; a criminal background check; confidentiality of member information (CISP); and 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.