

## Volunteer Position Description

### Service Unit Treasurer

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**Summary:**

The Service Unit Treasurer is accountable for sound financial management of all Service Unit Funds; to include review of troop and Service Unit financial reports. The Treasurer will ensure that service unit financial transactions are conducted in accordance with GSUSA and GSGLA policies.

**Term of Appointment:**

The Service Unit Treasurer is appointed from October 1 through September 30 for a term of 1 year with re-appointment occurring annually.

**Appointed by/ Accountable to:**

Service Unit Manager and Mission Delivery Specialist, Membership

**Duties and Responsibilities:****To the Service Unit**

- Maintain Service Unit financial records.
- Deposit Service Unit funds in a timely manner and pay all debts promptly.
- Give monthly financial report at the Service Unit Leader meetings.
- Work closely with the Service Unit Manager to ensure funds are distributed properly and budgets are prepared for Service Unit activities.
- Provide support to troops with setting up and maintaining troop accounts.
- Ensure leaders know procedures for using troop debit card, the importance of two signatures on checks, and depositing money in a timely manner.
- Provide year-end financial report form to troops in a timely manner.
- Provide instruction and training for completing year-end reports as needed.
- Schedule appointments to collect troop year-end financial reports to ensure submission to GSGLA by June 30th deadline.
- Maintain financial records for Independent Girl Scouts in the Service Unit.

**To the Service Team**

- Attend Service Unit Team meetings and Service Unit Leader meetings to ensure financial obligations are met.
- Submit Service Unit year-end financial report by June 30<sup>th</sup> deadline.
- Submit troop year-end financial reports when they have been collected and reviewed.
- Maintain continuous communication with Service Unit Manager and Membership Specialist on financial needs of troops.
- Remain informed about and comply with the most current policies, procedures and guidelines of GSUSA and GSGLA Volunteer Essentials.

**Core Competencies: All GSGLA Volunteers will effectively demonstrate these behaviors:**

- **Girl focused:** Empower girls to choose and adapt activities, learn by doing, cooperate with others, and reflect on what they've accomplished (as well as on current issues that involve their interests and needs) while having fun.
- **Demonstrates personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Demonstrates adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Demonstrates effective oral communication:** Express ideas and facts clearly and accurately.
- **Fosters diversity:** Understand, respect, and embrace differences.
- **Demonstrates adequate computer skills:** Access to e-mail and the Internet, plus knowledge of social media.

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**Additional requirements:**

- Must be in good standing with Girl Scouts of Greater Los Angeles (GSGLA), be a registered adult member of Girl Scouts of the United States of America (GSUSA), complete a Volunteer Application / Criminal Background Check and update these items every three years.
- Believe in the purpose and philosophy of Girl Scouting, and adhere to the principles of the Girl Scout movement and the goals of GSUSA and GSGLA
- Have a working knowledge of the goals, objectives and policies of GSGLA. Is accepting and willing to promote these items with a focus on One Mission, One Goal.
- Is familiar with the appointed service area.
- Performs tasks willingly and effectively; and is a team player.
- Ability to communicate effectively under pressure while maintaining good working relationships with leaders and other volunteers.
- Is willing to bring issues to the appropriate person and respect decisions made.
- Has the commitment and the time needed to perform specified duties.
- Takes additional training as needed.

As a supportive partner with the Service Unit Team, I agree to fulfill my duties for the upcoming membership year.

Volunteer - Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Service Unit Manager - Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Membership Specialist - Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_