

Service Unit Treasurer

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

Term of appointment: Three-year term with a yearly review for reappointment. A new volunteer should shadow in the third year of the term. A volunteer may serve up to two terms (6 years).

Supervision: Reports to the Service Unit Manager (SUM) and Girl Scouts Heart of the Hudson Community Engagement (CE) team.

Support: The Service Unit Treasurer will get full support, guidance, and encouragement from the Service Unit Manager, Community Engagement team and the Finance team. They have access to relevant learning opportunities and materials that prepare for and support this role.

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 that the Service Unit bank 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
- Participate as an active member of the Service Unit team by attending regular Service Unit team and leader meetings
- Report on bank account activity at Service Unit leader meetings
- Complete and submit Service Unit finance reports by due date
- In conjunction with council, gather and submit troop financial reports by July 31st.
- Provide financial guidance and information to Service Unit volunteers through a variety of tools, including but not limited to e-mail, phone calls, newsletters to ensure compliance with Girl Scouts Heart of the Hudson, Inc. financial policies
- Coach volunteers in the Service Unit about responsible money management as needed
- Assist council in opening/closing of troop accounts and monitor as needed
- Serve as an additional signer on Service Unit troop accounts as needed
- Assist with other financial related duties as assigned by the Service Unit manager or Girl Scouts Heart of the Hudson, Inc. staff members
- Complete volunteer position training within required time frame
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Heart of the Hudson, Inc. and Girl Scouts of the USA (GSUSA)
- Identify, develop and onboard a new adult volunteer for this role in the third year of the term.

Qualifications and core Competencies – required:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interest and needs while having fun.
- **Personal integrity:** Demonstrate dependability, honest, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect and embrace differences.
- **Computer skills:** Access to e-mail and internet
- **Additional Requirements:**
 - Be a currently registered Girl Scout member of GSUSA with a GSHH active membership.
 - Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
 - Be at least 18 years old.
 - Have a council-approved volunteer application (may include application, background check, non-disclosure agreement and references) on file.
 - The ability and willingness to contribute to a supportive SU environment.
 - Maintain required screenings/trainings.
 - Complete required Service Unit Treasurer adult learning course provided by GSHH.
 - Proven financial management skills and experience
 - Math skills; computer worksheets preferred
 - Possess strong and accurate record keeping skills

Please sign and return via email:

membercare@girlscoutshh.org and your Community Engagement Specialist

Subject: Signed Role Description

I have read and agree to the Service Unit Treasurer role description responsibilities.

Service Unit # _____ Service Unit Name _____ Date: _____

Signature of SU Treasurer _____

Signature of Service Unit Manager _____

GSHH CE STAFF USE ONLY:

Recruited/Recommended by: _____

Onboard by: _____

- ☐ Appointment
- ☐ Signed Role Description in SF Account
- ☐ SF Role Assignment
- ☐ Training Registration
- ☐ Connected to CES
- ☐ Yearly review/reappointment: _____