



## *Volunteer Position Description*

# Service Unit Treasurer

### **Purpose**

The Service Unit (SU) Treasurer manages and maintains the service unit checking account. The treasurer ensures that finance policies and processes are being followed by the SU team and serves as a knowledgeable resource for all volunteers regarding troop finance.

### **Term of Appointment**

The SU Treasurer is appointed for a 1 year term that is renewable upon successful re-election by the Service Unit and adherence to Girl Scouts Dakota Horizons policies and procedures. This position requires an average of 2 hours per week.

### **Requirements**

All volunteers are required to be registered members, successfully pass a criminal background check and follow the Girl Scout Promise and Law at all times. Excellent communication skills, regular use of email and access to and knowledge of Microsoft Excel and the internet is required.

### **Responsibilities**

- Complete required training and expectations agreement.
- Facilitate a positive working relationship between council staff and the service unit.
- Participate as part of the Service Unit Team and regularly attend service unit meetings.
- Review and be knowledgeable of all GSDH Finance policies and procedures, including the Troop and Service Unit Funds Policy and correlating procedures.
- Become one of the two required authorized signers on the service unit checking account.
- Understand and adhere to the Troop and Service Unit Authorized Account Signer Responsibilities.
- Use the Service Unit Planning Guide to develop an annual service unit budget that can be adjusted as the year progresses.
- Maintain the day-to-day custodianship of the service unit checking account in partnership with the second signer.
  - Prepare and make bank deposits into the service unit checking account.
  - Prepare and disperse payments from the service unit checking account as needed after receiving appropriate approval and receipts.
  - Maintain the GSDH provided Excel Check Register, reconciling it to the bank statement within ten days of receiving it.
  - Provide a treasurer's report on a monthly basis to the SU Manager.
  - Provide treasurer's report at each SU meeting.
- Retain bank statements and receipts on service unit checking account for 2 years as required by the Troop and Service Unit Funds Policy.
- Provide support to all troop and service unit volunteers regarding troop and service unit finances.
- Inform council staff of any troop financial issues or concerns in a timely manner.
- Follow Girl Scout branding guidelines.
- Ensure positive visibility and awareness of Girl Scouts in the community.

## **Training and Support**

- Troop Engagement Specialist supports the SU Treasurer.
- Training and networking opportunities provided online and in person.
- Volunteer resource library on our website.

## **Benefits**

- Make a difference in the lives of girls and be an integral part of the Girl Scout movement.
- Network and make friends with adult volunteers throughout the council and nationally.
- Build your resume and develop transferable leadership, business, and project management skills in a fun and supportive environment.