

Service Unit Treasurer

Annual Position Agreement

Position Summary: The Service Unit Treasurer is (with oversight from the Service Unit Manager) is responsible for managing and reporting the Service Unit finances, including the completion of the annual Service Unit Finance Report. The SU Treasurer also oversees troop financial management.

Term of Appointment: The treasurer is appointed annually by the Service Unit Manager (SUM), and the Volunteer Services Team. The term begins on October 1st, and ends on September 30. The position is renewable upon completion of an evaluation process towards the end of their term.

Support: The Treasurer receives support from their SUM and Volunteer Services.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Express ideas and facts clearly and accurately.
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders.
- Owe no outstanding debts to GSNENY.
- Have a working knowledge of finance and spreadsheets.
- Have access and familiarity with the forms of communication most used by the Service Unit and Troop Leaders.
- **Be guided in all actions by the Girl Scout Promise and Law.**

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Responsibilities:

- Serve as an integral part of the Service Unit Team.
- Be one of (at least) two signers on the Service Unit bank account, alongside the SUM.
- Maintain accurate and transparent accounting of all monies passing through the Service Unit treasury.
- Collaborate with volunteers planning Service Unit events to collect funds for all Service Unit events.
- Ensure proposed budget and reporting for Service Unit events is followed.
- Manage all reimbursements that are necessary for Service Unit Events.
- Maintain accounting for all Juliettes within the Service Unit.

- Track, and place in writing, all Service Unit based policies regarding money management.
- Attend and present, or send financial updates to the SUM at regular Leader's Meetings.
- Provide support to troop volunteers regarding troop finances.
- Send any paper Troop Finance Reports received to the GSNENY office prior to June 30.
- Stay up to date on new and current and compliant with GSUSA and GSNENY financial policies.

Signature

Date

Printed Name

SUM Signature

Date

Service Unit Number/Name