



Service Unit Treasurer

SUMMARY: As a Service Unit's Treasurer, you are a key player in bringing the Girl Scout experience to life for girls and adults in your area. Your expertise, interests, skills, and life experiences are essential to the leadership experience which inspires girls to reach their personal best. Mentoring is all in the details! We want you, our valued volunteer, to have all the knowledge and tools necessary to do a great job and have a great partnership with your Service Unit Manager (SUM). This position requires working closely with the SUM to ensure finances of the Service Unit (SU) are kept in good health and used for SU events/activities only.

Benefits to Volunteers:

- Volunteers in this position will gain experience keeping accurate records, organizing information, budgeting, compiling reports, and working with a team.

REPORTS TO: Service Unit Manager

APPOINTMENT: Appointed by Service Unit Manager and Girl Scouts Heart of Michigan (GSHOM) staff partners for one year; reappointment based on annual evaluation.

SUPPORT: The Treasurer will receive support from the SUM and GSHOM staff partners.

RESPONSIBILITIES/TASKS:

- Communicate with the SU's bank on matters related to the SU account.
- Act with integrity and fairly use the funds for SU events/activities.
- Educate volunteers in the service unit on responsible money management and adherence to Girl Scouts of the USA's (GSUSA) and GSHOM's financial policies and procedures.
- Ensure that the Annual Service Unit Finance Report is turned in on time.
- Mentor and coach leaders to ensure they submit their Annual Troop Finance Reports on time.
- Work with the SUM and SU volunteers to plan how to use the SU funds for the year.
- Coordinate with Service Unit Event Coordinator on use of funds for SU programs.
- Assist in the opening, closing, and monitoring of troop bank accounts.
- Manage your SU's checking account.
- Pay invoices for all service unit activities, including required non-member insurance for events.
- Participate as an active member of the service team by attending regular meetings and aiding in the creation of the service unit budget and the service unit plan of work.

QUALIFICATIONS:

- **Personal Integrity:** Demonstrate honesty, radical candor, and take responsibility for actions and outcomes, even when no one is watching.
- **Positive Mindset & Attitude:** Chose to perceive and reach through a lense of empathy, enthusiasim, curiosity, helpfulness while being passionate solution-oriented, service-minded, and driven towards goals.
- **Unquestionable Excellence:** Dedicated to fuffilling the Girl Scout mission, willing to work hard to bring our vision to life through resilience, determination, personal growth, and continous learning.
- **Mission Driven:** Care deeply about girl development and partnering with stakeholders.
- **Collaborative Changemaker:** Intentionally present and forward thinking dedicated to sharing skills through mentoring, service leadership, taking risks, intentional youth development, who are open to change and feedback.
- **Adaptability:** Adjust and modify one's behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral and Written Communication:** Express ideas and facts clearly and accurately. Maintain open lines of communication with all GSHOM staff partners.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Technology Skills:** Access to e-mail and the internet.

REQUIREMENTS:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Must be a registered member of GSUSA and have a background check completed.
- Must have knowledge of Girl Scouting including Safety Activity Checkpoints, Volunteer Essentials, and GSHOM policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSHOM and GSUSA.
- Must complete required training as assigned and provided by GSHOM and GSUSA.
- Ability to keep accurate records.
- Maintain a cooperative working relationship with paid council staff, service team members, and troop leaders.