

Service Unit Treasurer

Position Description/Volunteer Agreement

Name: _____

Telephone (primary): _____ E-mail: _____

Term of Appointment: 1 yr

Purpose: As service unit treasurer, you manage service unit funds and take a lead role in modeling and teaching proper money management for troop leaders and girls.

Benefits to volunteer: Volunteers in this position will enhance coaching and communication skills, develop and foster positive relationships among peers, and learn to become more comfortable with funds and organization.

Possible Tools:

Girl Scouts of River Valley Service Unit Treasurer Resource Packet:

<https://girlscoutsrv.box.com/shared/static/cythnedekby9ah0loqofgs54rb3r8v28.pdf>

Girl Scouts of River Valley Service Unit Treasurer Year at a Glance:

<https://volunteers.girlscoutsrv.org/service-units/treasurer/>

Managing Service Unit Money:

<https://volunteers.girlscoutsrv.org/reference/articles/service-unit-money/>

Responsibilities:

- Assist in the opening, closing, and monitoring of troop bank accounts
- Manage your service unit'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
- Complete and submit service unit financial reports
- Ensure that leaders submit their Annual Troop Finance Reports on time
- Educate volunteers in the service unit on responsible money management and adherence to GSUSA's and GSHOM's financial policies and procedures.

Volunteer agrees to:

- Register as a member of Girl Scouts of the USA and Girl Scouts Heart of Michigan.
- Complete a background check and required course(s) regarding the volunteer work.
- Acknowledge that this position is voluntary and does not provide monetary compensation.
- Perform these volunteer duties to the best of their ability.

Girl Scouts Heart of Michigan agrees to:

- Provide updates, learning opportunities and assistance for the volunteer to be able to meet the responsibilities of this position.
- Provide a copy of Girl Scouts Heart of Michigan volunteer policies.
- Provide an orientation to the position, Girl Scouts Heart of Michigan, and Girl Scouts of the USA.
- Provide the basic equipment, tools, and materials for the position, and regular meetings and updates.
- Carry liability insurance and supplemental accident insurance as part of your Girl Scout membership.
- Provide ongoing support, guidance, and feedback.
- Give recognition for time devoted to the position.
- Be receptive to comments from volunteers regarding ways in which we might mutually better accomplish our respective tasks.

I have read and agree to abide by the Service Unit Treasurer Position Description. I understand that failure to fulfill these responsibilities may result in the release of volunteer appointment or non-reappointment to a volunteer position with Girl Scouts Heart of Michigan.

Staff Signature

Date

Volunteer Signature

Date