

Service Unit Treasurer



Summary

Assist your service unit team in providing the best possible Girl Scout Leadership Experience! The Service Unit Treasurer is accountable for sound financial management of all service unit funds. In addition to reporting on service unit finances at service unit meetings, you will work closely with the Service Unit Business Chair to ensure funds are distributed properly and budgets are prepared for service unit activities. The Service Unit Treasurer also researches service unit money-earning opportunities based on Girl Scouts of Southwest Indiana (GSSI) policies and procedures and submits the service unit year-end financial report to GSSI by the established deadline.

Appointment and Support

Service Unit Treasurers are appointed by GSSI staff and are asked to fulfill a one-year renewable term. They work directly with the Service Unit Business Chair and the GSSI Fund Development Specialist to ensure sufficient funds are available for service unit needs, as well as adhere to financial policies and procedures. Additional Staff members are also available for direct assistance as needed.

Benefits

Develop and strengthen transferable skills like data management and financial planning. Expand your professional network by meeting other Girl Scouts and cultivating new relationships. Gain experience while earning volunteer service hours and recognition. Have fun and make the world a better place!

Time Commitment

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
*	**	*	**	*	**	*	***	***	***	*	**

*** = High Activity ** = Medium Activity * = Low Activity

Responsibilities

- Maintain service unit financial records
- Deposit service unit funds in a timely manner and pay all debts promptly
- Research service unit money-earning opportunities
- Stay up to date on all GSUSA and GSSI policies, procedures, and guidelines
- Recruit and empower fellow service unit team members and volunteers

Core Competencies

- Money management
- Written communication skills
- Attention to detail
- Ability to meet deadlines and complete tasks in a timely manner
- Administrative and organizational skills
- Ability to use technology
- Interest in researching money-earning opportunities
- Integrity