

SERVICE UNIT TREASURER

PURPOSE		APPOINTED BY	TERM
In partnership with the Service Unit team, maintains and oversees the Service Unit's finances including the Service Unit bank account(s), budget, and assists troops with their financial responsibilities		Service Unit Manager and Girl Scouts of Silver Sage's Membership Manager	One membership year Renewable
RESPONSIBILITIES	- Assists in creating the Service Unit budget and is responsible for the management of the Service Unit budget and all Service Unit financial records - Provides monthly Service Unit financial updates to the Service Unit team and a financial summary to the entire Service Unit at the monthly Service Unit meetings - Collaborates with the Service Unit Event Coordinator and/or other volunteers to collect payments for all Service Unit events - Ensures necessary financial reports are received from volunteers and recorded after the completion of the Service Unit event - Completes the annual Service Unit Financial report and submits it on time to Girl Scouts of Silver Sage - Mentors and assists troops with the completion of their Annual Troop Financial report, including educating troops on the required information and the need to submit the report on time - Is held accountable to the Service Unit and Girl Scouts of Silver Sage for all monies collected and distributed - Educates the troops on opening/closing troop bank accounts, the proper spending of troop funds and troop disbands, following Council's financial policies		
REQUIRED QUALIFICATIONS	- Must be at least 18 years old - Must be a registered Girl Scout member and have a current background check on file - Accept and adhere to the purpose and principles of the Girl Scout movement, the goals of GSUSA and Silver Sage Council, and understand, support, and follow Silver Sage Council's financial policies - Strong detail-oriented skills and have a working knowledge of finance and spreadsheets		
DESIRED STRENGTHS & ATTITUDES	- Demonstrates dependability, honesty, and credibility - Expresses ideas and facts clearly and accurately, both verbally and in writing		
MARKETABLE SKILLS	- Financial Management - Budget Planning & Management - Coaching & Mentoring		
APPOINTMENT			
Your appointment for the above position begins on _____		and will continue to September 30, 20____	
SU Treasurer	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

THANK YOU FOR VOLUNTEERING!