

Service Unit Treasurer

Term:

October 20_____ through September 20_____

All Service Unit positions will have a two-year term limit. Following the two-year term limit, volunteers may express their interest for another two-year term and would participate in the selection process. Service Unit Volunteers may serve two consecutive terms and can then apply for another position or apply for the previously held position after at least a one term (two-year) break.

Purpose of this position: In partnership with the Service Team and GSSOAZ, maintain and oversee the SU finances and assist troops/groups with their financial responsibilities.

Girl Scout Values:

- Role model Girl Scout values to other volunteers and girls and abide by the Girl Scout Promise & Law.
- Be up-to-date with all Girl Scout news, curriculum, policies, procedures and events in the area.
- Be available in the community to answer questions and connect with new volunteers in a positive and uplifting manner.
- Communicate in a respectful, prompt, and effective manner to peers and girls and maintain confidentiality where necessary.

Responsibilities:

- Complete all initial and recurring trainings required for your role on the Service Team.
- Oversee Service Unit finances and communicate with volunteers regarding Service Unit budgetary plans.
- Assist Service Team in determining local area priorities for available funds.
- Serve as an integral member of the Service Unit through event planning, forecasting, and teamwork.
- Attend Service Team and Service Unit meetings.
- Maintain accurate Service Unit financial records. Receive Service Unit ledger in the fall, enter expenses and income throughout the membership year, and reconcile end-of-year record with Volunteer Liaison.
- Provide monthly/quarterly Service Unit financial updates to the Service Team and a financial summary to the Service Unit at large during Service Unit meetings.
- Collaborate with Service Unit Managers and/or other volunteers to collect payments for all service unit events. Maintain files of receipts received and submitted to council.
- Provides financial support and education for all troops in the Service Unit.
- Serve as a resource to area troops needing assistance with their Troop Financial Reports (TFR).
- Manage the budget and reimbursement process for Service Unit event expenses.
- Be up-to-date with updates to Volunteer Essentials, Safety Activity Checkpoints and Blue Book of Basic Documents

Qualifications:

- **Ability to Focus on Girl Scouts:** Understand that the Girl Scout Leadership Experience is based on girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds
- Ability to speak and write clearly, accurately, and enthusiastically
- Basic knowledge about your community and its resources
- Demonstrate strong group and interpersonal communication skills, ability to lead.
- Strong DEI and cross-cultural communications skills, including the ability to communicate and recruit effectively with diverse communities who live in your service unit.
- All Service Team volunteers must maintain a registered membership and current background check with GSSOSAZ.
- Have read and signed Code of Conduct, Volunteer Essentials, and first 16 pages of the Safety Activity Checkpoints for the current membership year.
- Be organized, and have the ability to keep accurate and up to date records of events.
- Have regular access to a computer, internet, telephone and valid email address.