

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA, AND TEXAS  
VOLUNTEER POSITION DESCRIPTION

**VOLUNTEER POSITION:** **SERVICE UNIT TREASURER**

**PURPOSE OF POSITION:** Maintain accurate financial records of the Service Unit and oversee compliance of Council financial procedures of troops within the Service Unit.

**ACCOUNTABILITY:** Appointed by and accountable to the Service Unit Director for a one year term (June 1<sup>st</sup>-May 31<sup>st</sup>).

**QUALIFICATIONS:**

- Must be in good standing with Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas.
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a Volunteer Application / Criminal Background Check on file at the Council.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Diamonds Council.
- Know your service area.
- Demonstrate planning, organizing, recruiting, problem solving and supervisory skills.
- Have a working knowledge, acceptance, and willingness to promote Council's goals, objectives, and policies.
- Ability and willingness to make decisions, delegate responsibility and work with adults from diverse backgrounds.

**RESPONSIBILITIES:**

- Attend required Service Unit position training.
- Maintain accurate financial records for the Service Unit.
- Open and maintain the Service Unit checking account with a minimum of two required signatures.
- Help Troops set up bank accounts according to council policy and be a signer on Troop accounts
- Present financial report at Service Unit meetings.
- Issue reimbursements from Service Unit expenditures
- Assist Girl Scout Troop/Group Leaders by providing ongoing training to Troop Leaders on Troop financial responsibilities.
- Maintain a record of all troop bank accounts to include name of bank, account number, and signers on that Troop account. Forward all information to Membership and Marketing Specialist.
- Follow through on inquiries in a timely manner.
- Complete and submit Service Unit Financial Report by June 1<sup>st</sup> to MMS
- Collect annual Troop Financial Reports by end of May and submit them to MMS by June 1<sup>st</sup>.
- Maintain continuous communication with Council, Service Unit, and volunteers on progress and needs of Troops.
- Assist with the continued growth and development of the Service Unit and Service Team by being an active member.

**I understand and agree to the terms of the position as stated above.**

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Service Unit Treasurer

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Service Unit Director

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Date

