



Volunteer Position Description

Position: Treasurer

Accountable to: Service Unit Manager

Term: One year with annual appointment.

Summary: Keep accurate financial records for the service unit and assist new troops in establishing proper financial procedures.

Accountabilities:

- ❖ Be the primary signer on all SU bank accounts, ensuring banking information is on file with GSCI
- ❖ Manage finances of service unit in accordance with proper procedures
 - Pay bills and deposit cash promptly.
 - Keep accurate and up-to-date records of all service unit financial transactions
 - Present financial report at every service team and service unit meeting
 - Complete Service Unit Annual Financial Report for every service unit account by June 30
 - Annually prepare budget, submit to council and service unit by September 30
- ❖ Assist troops within service unit on proper financial practices
 - Assist new troops opening bank accounts as outlined in *Money Matters – Module 1*
 - Promote completion of Troop Annual Reports through Volunteer Toolkit by June 30th
- ❖ Actively participate in ST and SU decision making conversations

Requirements:

- ❖ Be a registered volunteer of Girl Scouts of the USA
- ❖ Accept and adhere to the purpose and principles of Girl Scouting.
- ❖ Recognize, understand, accept and support all council goals, policies, procedures and the Affirmative Action practices.
- ❖ Opt-in to emails from GSUSA and Girl Scouts of Central Indiana
- ❖ Complete Treasurer Training and stay up to date on council information pertaining to SU and troop finances

Evaluation

- ❖ Completed annually by service unit manager.