

## **Volunteer Position Description:**

### **Service Unit Treasurer**

**Purpose:** To ensure sound financial management of Service Unit funds and serve as a subject matter expert (SME) assisting Service Unit volunteers with financial management questions.

**Commitment To:**

- Service Unit Team
- Service Unit Volunteers
- Girl Members
- Your Community
- GSCB

**Duration:** Upon successfully completing a one-year appointment, you will have the option for reappointment of your role upon mutual agreement between yourself, Service Unit Manager, and council staff.

**Responsibilities & Duties:**

- Serve as a key member of the Service Unit Team and as a liaison between the Volunteer Support Specialist and Service Unit.
- Serve as the Service Unit subject matter expert (SME) for all GSCB financial management policies; mentoring volunteers as it relates to financial record keeping, financial requirements, and changes when applicable.
- Bring all incidents, rumors, and assumptions of mishandling of funds to the attention of the Volunteer Support Specialist and/or Associate Director of Volunteer Support.
- Responsibly manage Service Unit funds in accordance with GSCB Policy and IRS Guidelines, maintaining accurate and timely records that are available to all Service Unit Volunteers and GSCB staff upon request.
- Provide monthly Service Unit financial reporting at Volunteer and/or Service Team meetings.
- Assist in Service Unit Training for fellow volunteers in partnership with the Service Unit Team and Volunteer Support Specialist.
- Attend annually appropriate training, as necessary.
- Meet necessary deadlines as established by Service Unit Manager and GSCB.
- Follow all processes and procedures, particularly as they relate to financial issues and accounts, as dictated by Girl Scouts of the USA and Girl Scouts of the Chesapeake Bay.

**Training Requirements:** Coming Soon!

**General Requirements:**

- Current membership with Girl Scouts of the Chesapeake Bay.
- Successfully completed the volunteer screening process, including background checks, training, and additional steps, as necessary.
- Maintain confidentiality.
- Access, ability, and willingness to utilize technology, including an active email address.
- Behave in a manner that upholds the Girl Scout Promise & Law in all interactions with the general public, Girl Scout members, and GSCB staff.
- Provide the requested feedback surrounding processes and procedures regarding Service Unit and Troop/Group finances.

By accepting any volunteer position with Girl Scouts of the Chesapeake Bay, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff, while serving as a volunteer.