



# Service Unit Treasurer (SUT)

## Position Description

**Appointed by:** Service Unit Support Specialist  
**Reports to:** Service Unit Manager, Finance Support Specialist and Service Unit Support Specialist  
**Term:** One year — may be reappointed annually.

### Expectations:

- Honor and live by the Girl Scout Law.
- Attend monthly service unit team and leader meetings.
- Maintain regular communication with service unit manager, team members and Girl Scout staff.
- Educate members on financial procedures for troop and service unit management, recording and reporting of Girl Scout funds.
- Prepare and present written monthly service unit financial report to service unit manager and team.
- In collaboration with the team, prepare and oversee the service unit annual budget.
- Oversee service unit event budgets, check requests and reimbursements. Secure related receipts.
- Serve as advisor to troops regarding financial guidelines and proper use of funds; collaborate with Girl Scout staff for clarification of details and/or conflicts that may arise.
- Review all troop financial reports; submit annually to council offices by June 30.
- Collaborate with team to review troop money-earning project applications.
- Alert service unit team/council staff of disbanding troops for best outcome for continuing girls and distribution of funds.
- Maintain confidentiality and security of member data.

### Competencies

- Supportive team player, able to work with people of diverse cultures, abilities, personalities, ages and backgrounds.
- Positive role model to girls and adult members.
- Strong organizational skills; accurate and efficient.
- Effective oral and written communication skills.
- Computer/internet access and proficiency, including MS Excel.
- Willing and able to give the time necessary to complete duties and responsibilities as outlined.
- Informed and enthusiastic resource of Girl Scout knowledge for members and non-members.

### Requirements

- Be a currently registered Girl Scout member in good standing.
- Have a current background screening on file.
- Complete training for the position prior to assuming duties.
- Accept responsibilities and duties as outlined.
- Attend annual Service Unit Treasurer Roundtable and/or Webinar.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group.
- Accept Girl Scouts of the USA and Girl Scouts San Diego policies, procedures and guidelines.

Service unit \_\_\_\_\_

Name \_\_\_\_\_

Street address \_\_\_\_\_

City, zip \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

### Girl Scout Law

**I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.**

*This agreement must be signed and returned to Service Unit Support Specialist or Finance Support Specialist.*

**I have read and understand the responsibilities of this position.** I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as service unit treasurer. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my service unit manager and/or service unit support specialist.

Signature \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for volunteering!**