

## Volunteer Position Description

<b>Position Title:</b> Service Unit Treasurer (SUT)	<b>Position Type:</b> Service Team Member
<b>Position Term:</b> 1 Year (September 1 - August 31)	<b>Staff Liaison:</b> Treasurer Liaison

Girl Scout volunteers help craft girl experiences—from the way they run their cookie businesses to the way they speak up in meetings. Volunteers teach girls new skills and help them find the confidence they need to bring their unique ideas to life and make changes that they never thought possible. And as they help girls learn, grow, and lead, volunteers have the support of their local Girl Scout community: the service unit team. You can be that support! Volunteer with your service team to help set up volunteers for success and growth—honing your own leadership and organizational skills along the way. It's a win-win!

**Mission:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

### Core Values:

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect, and Take Action.
- **Adaptability:** Adjusts, modifies one's own behavior, and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands. Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity, or opposition.
- **Fostering Equity:** Understands that individuals bring different experiences to Girl Scouts and embraces those differences. Actively seeks to be inclusive of every girl wishing to participate in Girl Scouts.
- **Oral Communication:** Expresses ideas and facts clearly, concisely, and accurately.
- **Personal Integrity:** Demonstrates dependability, honesty, and credibility. Serves as a role model for ethical business practices.

### Qualifications:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete the volunteer appointment process, including completing and passing a background check.
- Agree to and be guided in all actions by the Girl Scout mission, Promise, and Law.
- Working knowledge of and comply with the current Girl Scouts of Oregon and Southwest Washington (GSOSW) *Council Volunteer Policies and Procedures* as well as GSOSW and GSUSA guidelines.
- Complete the current troop leader onboarding requirements (available online and in-person). Day Trips, Indoor Overnights, and Extended Travel training are strongly recommended.
- Access to a computer, reliable internet, email, phone, as well as basic knowledge of the Microsoft and Google suites of programs.

**Position Summary:** The service unit treasurer serves as the coordinator of Girl Scout funds in the service unit and supports the banking needs of Girl Scout troops. The service unit treasurer helps ensure that all financial processes followed are consistent with the Girl Scout Leadership Experience and Girl Scout guidelines.

**Term of Appointment:** The treasurer is appointed for a one-year term (September 1 - August 31) that is renewable upon completion of an evaluation process.

**Time Commitment:** The service unit treasurer will spend several hours per month attending monthly service unit team and volunteer meetings to plan and support local activities. In general, non-peak seasons require 30 minutes to two hours per week to conduct service unit business with additional time spent (one to five hours per week) during peak seasons and commensurate with the service unit size. For example:

- **Summer:** During the troop financial reporting season, the role will expand to collecting and reviewing reports. Often, treasurers will need to be available for follow-up through August.
- **Fall:** During the start of the Girl Scout year, new troops require extra attention in order to set up new troop bank accounts in time for the Fall Product Program. Additionally, existing troops may also need assistance in checking qualifications for financial approval to participate in product programs.

**Training and Supervision:** Training is guided by the GSOSW staff and is required prior to official appointment to the position. The staff liaison is a GSOSW Treasurer Liaison.

**Location:** The service unit treasurer must be located within the geographical boundaries of the service unit they support, with some local travel for service unit events and occasional long-distance travel for Girl Scout events.

### Primary Responsibilities:

- Manage the service unit bank account and provide timely updates to council staff and service team.
- Support new troop bank accounts following *GSOSW Council Volunteer Policies and Procedures*.
- Assist in the development of service unit budgets, programs, and events, and account for service unit event registration fees and deposits.
- Help with conflict resolution of financial issues and, in coordination with the council staff liaison, conduct troop audits when necessary.
- Provide *Troop Financial Report* (form #108) training, review and verify the collected reports, and submit all reports to the GSOSW council treasurer liaison.
- Maintain and keep an updated *Troop Financial Spreadsheet* for all service unit troops and groups in the format provided by the GSOSW council treasurer liaison.
- Annually review all troop signer qualifications for financial approval of troop product program participation and money-earning.
- Attend service team and service unit volunteer meetings.
- Communicate on a regular basis with the GSOSW council treasurer liaison.
- Collect final financial reports from disbanding troops and submit them to council staff.

### Position Competencies:

- Detail-oriented and organized.
- Possesses proficient spreadsheet navigation skills.
- Maintains legible, accurate, detailed, and confidential records on the *Troop Financial Spreadsheet*.

### Work Conditions:

- Indoor environment – 90%
- Outdoor events – 10%
- Travel to other locations – 5%
- Use of computer, phone, and other office equipment – 90%

### Physical Requirements:

- Standing – 10%
- Walking – 10%
- Sitting – 80%
- Use of Computer – 75%
- Lifting up to 25 pounds – 5%
- Reaching above shoulder level – 5%
- Driving – 10%

Reasonable accommodations may be made for volunteers unable to meet all the requirements of this position. Connect with your position liaison to request an accommodation.

**Volunteer Acknowledgement:** Please review and sign the *Volunteer Agreement Form* upon appointment to your position.