



## SERVICE UNIT TREASURER

**Summary:** Maintains Service Unit bank account by managing all income and expenses in an accurate and transparent manner

**Appointment Term:** 3-year term with annual appointment by Volunteer Support Coordinator

**Required Training:** Service Unit Learning Path, Volunteer Orientation, New Leader Training, Troop Banking Training

**Required Documents:** Active Membership, Updated Background Checks, Social Media Policy

### Responsibilities:

- Serves as one of the two signers on Service Unit bank account
- Maintains all income and expenses for the Service Unit bank account, including receipts and bank statements
- Provides a financial report at all Service Unit meetings that includes account balance and all income and expenses
- Meets monthly with Service Unit Lead to reconcile and review all account transactions
- Works collaboratively with Service Unit Lead and Service Unit Team for usage of funds
- Provides access to all financial information and documentation as requested by GSHPA staff

### Core Competencies - Required:

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- **Personal Integrity:** Demonstrate dependability, honesty, and credibility
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- **Communication:** Respectfully express ideas and facts clearly and accurately
- **Fostering Diversity:** Understand and embrace differences