

## Service Unit Treasurer Position Description

**The Service Unit Treasurer's** purpose is to ensure that Service Unit financial transactions are conducted according to Girl Scouts of Western Washington and Girl Scouts of the USA policies.

**Qualifications:** The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required. Must have proven ability to responsibly manage funds, meet deadlines and organize paperwork.

**Service Commitment:** The Service Unit Treasurer is appointed by the Service Unit Manager for a one year renewable term in which she/he can expect to provide a minimum of 1-2 hours per month of service depending on the needs of the service unit. This is a year-round position.

**Support and Supervision:** The SU Treasurer is supported by and accountable to the Service Unit Manager and Girl Scouts of Western Washington.

### Duties and Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Take appropriate training as requested.
- Become/remain familiar with Girl Scout resources, especially those pertaining to policies and procedures for Girl Scout finances.
- Maintain the Service Unit financial records.
- Become a signer on the Service Unit bank account and write and disperse checks.
- Make timely deposits and reconcile the SU bank account on a monthly basis.
- Educate troop leaders and/or treasurers on troop finance requirements.
- Assist SU Manager with annual troop reports.
- Participate in Service Unit Team and Volunteer (Leaders) meetings.
- Provide financial report to the Service Unit Manager on a regular basis and as requested.

---

### The Girl Scout Mission:

Girl Scouts builds girls of Courage, Confidence and Character who make the world a better place.

### The 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

### The Girl Scout Promise:

On my honor, I will try  
to serve God\* and my country,  
to help people at all times,  
and to live by the Girl Scout Law

\*May be replaced by a word that reflects your personal beliefs