



Position Description
Service Unit Treasurer
For
_____ **Service Unit**
(Service unit name)

GENERAL DESCRIPTION: Oversees the finances of the Service Unit and monitors troop finances.

APPOINTED BY: Service Unit Manager

TERM OF APPOINTMENT: One year; may be reappointed based on performance

RESPONSIBILITIES:

- Registers as a Member of GSUSA
- Completes all required training for position
- Maintains Service Unit financial records
- Receives, reviews and distributes all troop bank statements monthly
- Assists troop leaders with annual reports and Troop Financial Summary report
- Submits financial reports per Council policies
- Supports Council Goals and Objectives, Policies and Procedures

DIRECTLY SUPPORTED BY: Service Unit Manager/Service Team and GSCSNJ Membership Staff

POSITION AGREEMENT

The responsibilities of this position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the Girl Scout year _____.

Signature

Date

CONTACT INFORMATION:

Printed Name: _____

Mailing Address: _____

E-Mail: _____

Phone: _____