

Girl Scouts of Central Texas Service Unit Treasurer

Position Summary: This position is responsible for maintaining accurate financial records of the service unit and overseeing compliance of Girl Scouts of Central Texas (GSCTX) financial procedures of troops within a designated geographical area. In partnership with GSCTX membership staff, the service unit treasurer provides support to volunteers and aids in meeting service unit specific goals and making a difference in the lives of Girl Scouts in their community.

Accountability: Appointed for the assigned service unit and accountable to GSCTX membership staff or other appropriate GSCTX staff members. This position is appointed for a one-year term limit and will be reviewed annually.

Responsibilities:

- Maintains accurate financial records for the service unit.
- Formulates a budget prior to the start of the membership year (October 1) to ensure that monies in the service unit account are used to benefit and support service unit Girl Scouts.
- Assists troops in opening, transferring, or closing bank accounts per GSCTX policy.
- Be a signer on all troop accounts.
- Submits the annual Service Unit Finance Report by May 1.
- Protects the confidentiality of personal information of adult and youth members.
- Ensures that all adults working with Girl Scouts and/or handling money have a current eligible criminal background check on file with GSCTX and are registered Girl Scout members.

Position Commitments:

- Ensures that compliance with regulations governed by the following is met: GSUSA and GSCTX Policies and Procedures, including management of service unit finances if necessary.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the service unit treasurer position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check on file at GSCTX, and be in good standing with GSCTX.

Top Skills You Will Gain From This Position:

1. Budget management
2. Communication improved interpersonal skills
3. Teamwork and collaboration
4. Time management and prioritizing tasks