



Girl Scouts of Central Texas Service Unit Lead – Operations

Position Summary: This position is responsible for providing leadership, management, and fiscal oversight for volunteers in an assigned geographic area. Additionally, this service unit lead provides oversight and direction for the Fall Product Program, Girl Scout Cookie Program, the Girl Campaign, and Girl Scout house (if located in area).

Accountability: Appointed to the assigned service unit for a one-year term limit that is reviewed annually and accountable to the service unit leadership team and appropriate GSCTX staff.

Responsibilities:

- Collaborates with other service unit leads and council staff to meet service unit goals and facilitate service unit monthly and team meetings.
- Maintains accurate financial records for the service unit.
- Assists troops in opening, transferring, and closing bank accounts per GSCTX policy.
- Collaborates with other service unit leads to develop the service unit budget prior to the start of the membership year (October 1) to ensure that service unit funds are used to benefit and support service unit Girl Scouts.
- Be a signer on all troop bank accounts and reviews and audits group finances and bank reconciliations, as requested.
- Assists troop treasurers to ensure all troops submit their annual financial report by May 1.
- Submits the annual Service Unit Finance Report by May 1.
- Recruits, oversees, advises, and supports a committee of service unit team members, including the service unit Girl Campaign coordinator, fall product manager, cookie manager, cookie booth manager, cookie cupboard manager, and Girl Scout house manager.
- Openly communicates with council staff about challenges, trends, successes, and progress towards service unit goals and objectives.
- Works to resolve conflicts or difficulties in an appropriate manner.
- Attends the GSCTX Volunteer Enrichment Conference and spring retreat.
- Ensures that all adults working with youth members and/or handling money have a current eligible criminal background check and Youth Protection training on file with GSCTX and are registered Girl Scout members.
- Submits the [**GSCTX Service Unit Roster form**](#) annually to accept/renew the role.
- Participates in succession planning for the position.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of service unit finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the 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 and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless

necessary and should be deleted or shredded as soon as it is no longer needed.

Top Skills You Will Gain From This Position:

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