



## **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.

**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:**

- Maintains accurate financial records for the service unit.
- Assists troops in opening, transferring, and closing bank accounts per GSCTX policy.
- Develops a 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.
- 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 Girl Scouts 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.

### **Top Skills You Will Gain From This Position:**

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