



## **Service Unit Treasurer Position Description & Agreement**

**Reports to:** Member Support Specialist (MSS)

**Term:** Determined by Member Support Specialist.

**Function:** Oversee Girl Scouting in the service unit, help guide the service unit team toward SU and GSHCC goals, support retention and recruitment efforts of girls and adults and act as a role model of leadership to volunteers in your area.

**Requirements:**

- Assist troops with establishing bank accounts.
- Act as a liaison with local bank representatives and troop signers.
- Conduct initial follow up with troop finance discrepancies, escalating to staff as needed.
- Close troop accounts and transfer unused funds from disbanded troops to the SU account.
- Maintain a list of all troop accounts, including name and location of the bank, account number and signatories.

Region \_\_\_\_\_  
Troop # \_\_\_\_\_ SU # \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
\_\_\_\_\_  
City, Zip \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Email \_\_\_\_\_

### **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.**

*This agreement must be signed and returned to your Member Support Specialist.*

I have read and understand the expectations and requirements of this position. I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as a Treasurer. I recognize this is a volunteer position and will not expect nor accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my Service Team Coordinator and/or Member Support Specialist.

Signature \_\_\_\_\_  
MSS \_\_\_\_\_  
Date \_\_\_\_\_

**Thank you for volunteering!**