

**Summary:** In partnership with GSNEO support staff, the SU Treasurer manages and maintains the financial records and oversees the compliance of GSNEO financial policies within the Service Unit. The Service Unit Treasurer provides support to volunteers and aids in meeting service unit goals.

**Position Supported By:** Community Membership Executive (CME), the Service Unit Director (SUD), and Volunteer Relations Coordinator. Additional support provided by a combination of staff and volunteers including the service unit team members, as well as GSNEO staff from Finance Department (Bank Liaison and Chief Financial Officer) for subject matter expertise.

### Responsibilities:

- Serve as a signer on the bank signature card for the service unit's Girl Scout bank account.
- Establish/maintain the Service Unit bank account with a council authorized bank (Huntington, Key Bank, Fifth Third).
- Provide treasurer's report at leader meetings; ensures service unit finances are fully transparent to all leaders.
- Handle fund collection for service unit events in accordance with GSNEO policies.
- Make timely deposits and withdrawals from account.
- Provide training and mentoring to troop treasurers/leaders within the service unit as needed; assists troops in submitting required annual finance report by deadline as needed.
- Is an expert in GSNEO financial policies (e.g. money-earning, donations, bank accounts, disbanding troop accounts, Scoutship and financial aid).
- Maintain service unit financial records in accordance with GSNEO Records Retention policy.
- Complete and submit annual service unit finance report by deadline.
- Communicate openly and clearly with GSNEO staff.

### Marketable Skills and Abilities:

- Strong organizational skills
- Knowledgeable with technology
- Budget Management
- Time Management
- Prioritizing tasks
- Teamwork/Collaboration
- Experience with finances or related skills
- Communication/Improved interpersonal skills

### Position Commitments:

- **Membership & Administration**
  - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This role deals directly with finances. The volunteer must be approved to handle funds.
  - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
  - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Time:** 12 months, option to renew upon mutual agreement between yourself & council staff (3 year commitment preferred).
- **Required Training:** Service Unit Treasurer Orientation, Money Matters and Service Team Learning Paths in gsLearn.
- **Highly Recommended:** Quarterly skills enhancement workshops, GSNEO leadership development courses (in-person and online).
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

**Girl Scout Mission:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

#### Girl Scout Promise:

On my honor, I will try, to serve God and my country, to help people at all times, and to live by the Girl Scout Law.

#### Girl Scout Law:

I will do my best to be:  
honest and fair, friendly and helpful,  
considerate and caring, courageous and strong,  
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.