



Volunteer Position Description: Service Unit Treasurer

Summary: In partnership with Service Unit Director and the SU Treasurer oversees the fiscal responsibility of the service unit and maintains the integrity of the Service Unit.

Position supported by: Service Unit Director with additional support provided by Community Membership Executive (CME) assigned to the service area. Subject matter experts who support the Treasurer include the Volunteer Relations Coordinator, Finance Department, Bank Liaison, and Chief Financial Officer. Community Membership Executive (CME) and the Volunteer Support & Service Department. Additional support provided by a combination of staff and volunteers including the service unit team members, as well as GSNEO staff from customer care membership recruitment, girl experience and the product program teams.

Responsibilities:

- Identify, recruit, support and inspire SU Team members to help carry out plans and activities from the SU Work Plan
- Assist in recruiting new volunteers and Girl Scouts each membership year; Champion council-wide strategies and goals
- Engage and retain existing girl and adult members through local SU events and opportunities
- Ensuring timely communication is shared between council, the service team, troop, volunteers, families and girls.
- Utilize service unit meetings to plan and discuss activities, distribute information, provide training, clarify policies, procedures or guidelines of GSUSA and GSNEO.
- Ensuring that the service unit is represented at council-sponsored meetings such as kick-off, mid-year, town halls, monthly SU Team Meetings, Annual Meetings etc.
- Help support other volunteers to carry out mission-critical responsibilities of SU team positions that are not currently filled.
- Oversee the Service Unit bank account/funds in partnership with the SU Treasurer; submit annual finance report.
- Openly communicate with GSNEO staff about challenges, trends, successes, and progress toward SU Work Plan and goals.
- Creating a welcoming and inclusive atmosphere within the service unit.
- Promote Girl Scouts and develop partnerships with community organizations and leaders who promote the empowerment of girls.

Marketable skills and abilities:

- Leading & Motivating Groups
- Supervision of Volunteers
- Public Relations
- Social Media
- Training & Development
- Team Building
- Public Speaking
- Develop Agendas & Leading Meetings

Position Commitments:

- Membership & Administration
 - Have a current GSUSA membership and complete the volunteer screening process as required by the position to help ensure the safety of the girls and volunteers served through Girl Scouts
 - Agree to opt in to receive email and text messages from GSNEO and GSUSA.
 - Complies with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Articles of Incorporation and Bylaws, and GSNEO Volunteer Policies.

Time: 12 months, option to renew upon mutual agreement between yourself and council staff

Required Training: Service Unit Director Orientation and Service Team Learning Paths.

Highly Recommended: GSNEO leadership development courses (in-person and online).

By accepting any volunteer position with Girl Scouts of North East Ohio I accept and agree to abide by the Girl Scout Promise and the Girl Scout 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.