



## **Treasurer Volunteer Position Description**

**Reports to:** Service Unit Manager  
**Term:** One year, with reappointment  
**Purpose:** General oversight and management of all service unit finances.

### **RESPONSIBILITIES:**

1. Assist in opening/closing of all troop bank accounts and monitor as needed.
2. General management of service unit checking account.
3. Pay all invoices for service unit activities and events in a timely manner.
4. Participate as an active member of the service unit team by attending regular service unit team and leader meetings, and participating in the creation of the annual service unit plan of work.
5. Report on bank account activity at service unit leader meetings.
6. Complete and submit service unit finance reports by due date.
7. Gather and submit troop financial reports by due date.
8. Provide guidance to service unit volunteers to ensure compliance with River Valleys' financial policies.
9. Coach volunteers in the service unit about responsible money management as needed.
10. Assist with other financial related duties as assigned by the service unit manager or River Valleys staff members.
11. Complete volunteer position training within required time frame.
12. Follow all GSUSA and River Valleys' policies, standards, and procedures.
13. Promote and support River Valleys' Family Fundraising Campaign and Product Program activities.

### **QUALIFICATIONS:**

1. Be a currently registered Girl Scout member of GSUSA.
2. Be at least 18 years old and complete River Valleys' volunteer application process.
3. Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
4. Demonstrate excellent group and interpersonal communication skills.
5. Have experience in fiscal management.
6. Possess strong and accurate record keeping skills.

### **BENEFITS:**

1. Help girls become confident leaders who discover, connect, and take action in their community.
2. Share your knowledge, experience, and skills with girls and volunteers.
3. Gain and develop skills for personal and professional growth.
4. Free training in areas of responsibility, plus enrichment training.



## **RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:**

1. Provide a clear volunteer position description and orientation to your role.
2. Strive to match your skills and talents with an appropriate volunteer position.
3. Provide position specific training and document completion of all required volunteer training.
4. Provide opportunities to communicate and be heard.
5. Provide an extensive network of resources and programming ideas and ensure services, materials, and resources are available and accessible.
6. Provide River Valleys resources.
7. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
8. As a member of GSUSA, receive limited accident insurance coverage while carrying out Girl Scout responsibilities.
9. Maintain contacts and methods for connecting volunteers to experts, resources, opportunities, activities, and events.
10. Provide ongoing support, guidance, and evaluation of your volunteer service.
11. Recognize your volunteer service.