



# Service Unit Treasurer (SUT)

## Position Description

**Appointed by:** Service Unit Support Specialist  
**Reports to:** Service Unit Manager and Finance Support Specialist  
**Term:** One year — may be reappointed annually.  
**Function:** In collaboration with Finance Support Specialist, manages the service unit funds, educate members on financial procedures for troop and service unit management, recording and reporting procedures according to National/local Girl Scout standards and guidelines.

### Expectations:

- Honor and live by the Girl Scout Law.
- Attend monthly service unit team and leader meetings.
- Maintain regular communication with service unit manager, team members and Girl Scout staff.
- Prepare and present written monthly service unit financial report to service unit manager and team.
- In collaboration with the service unit team, prepare and oversee the service unit annual budget.
- Oversee service unit event budgets, check requests and reimbursements. Secure related receipts and retain for a minimum of four years.
- Serve as advisor to troop leaders and troop treasurers regarding financial guidelines and proper use of funds; collaborate with Girl Scout staff for clarification of details and/or conflicts that may arise.
- Review all troop financial reports annually.
- Submit service unit financial report annually to the Finance Support Specialist by June 30.
- Collaborate with team to review troop money-earning project applications expected to net under \$500.
- Alert service unit team/council staff of disbanding troops for best outcome for continuing girls and distribution of funds.
- Maintain confidentiality and security of member data.

### Competencies

- Supportive team player, able to work with people of diverse cultures, abilities, personalities, ages and backgrounds.
- Informed and enthusiastic resource of Girl Scout knowledge for members and non-members.
- Proficient and detail-oriented for accurate, timely recordkeeping.
- Strong math skills and money-handling experience.
- Excel or similar computer skills helpful.
- Willing and able to give the time necessary to complete duties and responsibilities as outlined.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational and economic backgrounds.

### Requirements

- Be a registered member in good standing, with background clearance on file.
- Complete training for the position prior to assuming duties.
- Attend annual Service Unit Treasurer Roundtable and/or Webinar.
- Read, know and understand *Volunteer Essentials Chapter 5 - Troop Finances*.
- Comply with Girl Scouts USA and Girl Scouts San Diego policies and procedures.

Service unit \_\_\_\_\_

Name \_\_\_\_\_

Street address \_\_\_\_\_  
\_\_\_\_\_

City, zip \_\_\_\_\_

Phone \_\_\_\_\_

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 the Finance Support Specialist, [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org)*

**I have read and understand the responsibilities of this position.** I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as service unit treasurer. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my service unit manager and/or service unit support specialist.

Signature \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for volunteering!**