

POSITION DESCRIPTION

POSITION TITLE: Service Unit Secretary and/or Treasurer

APPOINTED BY & ACCOUNTABLE TO: Fund Development & Visibility Volunteer Field Administrator

TERM: One year (July 1 - June 30); reviewed annually; may be re-appointed

PURPOSE: To receive, collect, maintain, and provide and accounting of all neighborhood funds and financial transactions.

RESPONSIBILITIES:

1. Receives and records all monies collected for events, parties, patches, fees, and any other miscellaneous charges or collections.
2. Pays all neighborhood bills in a timely manner and by check only.
3. Deposits all monies collected in a timely manner.
4. Maintains a complete and balanced checkbook.
5. Prepares a statement of accounts for neighborhood meetings.
6. Maintains and up-to-date file of Troop Bank Account.
7. Assists leaders, upon request, with Troop Finance Reports
8. Maintains a record of all troop accounts and collects financial reports.
9. Submits neighborhood Financial Record and Report to the council headquarters by July 1st.
10. Participates in the development and implementation of annual neighborhood goals.
11. Prepares service unit budget for neighborhood approval
12. Participates in service unit and service team meetings, keeps records, takes minutes and forwards a copy to the volunteer field administrators and membership specialist, as applicable
13. Assists volunteer field administrator to keep service unit volunteers informed including meeting/event notification by electronic means, USPS or phone and updates to those who cannot attend meetings.
14. Supports the council's Fund Development Plan.

QUALIFICATIONS:

1. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement and becomes a registered member of GSUSA within the service unit's jurisdiction.
2. Is willing and has the availability to take training.
3. Demonstrates a commitment to membership growth and retention and to council fund development and visibility.
4. Demonstrates a commitment to diversity
5. Demonstrates and promotes courtesy and respect towards girls, parents, volunteers, staff and others.
6. Has financial, administrative and organizational skills and the ability to take accurate minutes.
7. Knowledge and willingness to learn about Girl Scout program.
8. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.

NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it.

I accept the position responsibilities and understand that I will receive a position review annually.

Volunteer name (print)

Supervisor name (print)

Volunteer signature

Date

Supervisor signature

Date

