

VOLUNTEER POSITION DESCRIPTION SERVICE UNIT MONEY MANAGER

ROLE:

- Accurately manage the financial activities of the service unit (SU), including support to events, fund raising activities, and maintenance of the SU bank account
- Regularly report to the SU team
- Provide consultation to or train troop money managers
- Track troop bank account activities

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Accurately account for funds raised in the name of the service unit and regularly report checking account activity and balances to service unit manager (SUM) and/or SU team.
2. Provide input to service unit revenue and expenditures.
3. Prepare Report of the Service Unit Money Manager – Form C and Service Unit Annual Troop Financial Report – Form B, due to the field director by June 30th each year.
4. Provide support for sound troop money management:
 - Train or provide consultation to troop money managers.
 - Keep records of troop account numbers.
 - May serve as liaison between bank and troop to fix overdrafts or close accounts.
 - Help resolve troop money related issues, including troop debts and bounced checks.
5. May serve as the SU signatory on troop checking accounts to assist in:
 - Coordinating the closing of troop accounts and the disbursement of funds when a troop disbands.
 - Closing out dormant accounts and properly distributing funds.

QUALIFICATIONS: *(volunteers must be able to)*

1. Register as an adult member of the Girl Scouts of the USA.
2. Complete the Volunteer Position Application process.
3. Accept and adhere to the purpose and principles of Girl Scouting.
4. Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner.
5. Recognize, understand, accept, interpret, and support all council goals, policies, guidelines, and objectives, including the Human Relations Policy Statement.
6. Complete required training.
7. Owe no outstanding debts to the council
8. Understand basic money management skills.

METHOD OF SELECTION:

- Selected and appointed by the SUM

ACCOUNTABILITY:

- Accountable to the SUM.
- Periodically responsible to SU event coordinators.

TERM OF POSITION:

- Appointed annually.