



Service Unit School Treasurer
Position Description & Agreement Form

SUMMARY: The Service Unit Treasurer is responsible for the financial health of the service unit. She/he is a member of the service unit team.

SUMMARY: The Service Unit Treasurer is responsible for the financial health of the service unit. She/he is a member of the service unit team.

RESPONSIBILITIES, DUTIES, & EXPECTATIONS: The Service Unit Treasurer manages and ensures service unit financial transactions are conducted in accordance to GSUSA and GSMISTS policies and procedures. The Service Unit Treasurer is also responsible for completing and submitting (through the Volunteer Toolkit) the annual Service Unit Finance Report by June 1.

SUPERVISION: The Service Unit Treasurer is appointed and accountable to the Community Membership Manager. She/he is supported by other GSMISTS staff members including Customer Care.

TERM OF APPOINTMENT: The Service Unit Treasurer is appointed for a one-year term that is renewable upon completion of evaluation processes. She/he can expect to provide a minimum of 1-2 hours of service monthly, depending on the needs of the Service Unit. This is a year-round position. Ideally, no one person should serve in more than one service unit team role.

I accept the commitment and responsibilities set forth above for the Service Unit Treasurer position.

Print Name

Service Unit #

Service Unit Name

Signature

Date

GSMISTS Staff Signature

Date