



Service Unit 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.

**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.
- Must be able to provide accurate accounting information on a monthly basis at the Service Unit meeting.

**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