

Service Unit Finance Representative

Summary

The Finance Representative oversees the Service Unit bank accounts and monthly finance reporting at Service Unit meetings. The Finance Representative is responsible for keeping financial records of Service Unit and troops' finances.

Term of Appointment

The Event Representative is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four years of service.

The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.ⁱ

Support Team

- Service Unit Team
- Girl Scouts of Utah Council Staff
- Member Support for immediate issues at info@gsutah.org or 801-265-8472

Required Training

- Annual Leadership Summit

Responsibilities

Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Support the Service Unit annual plan and annual goals.
- Coordinate with the Service Unit Events Representative to manage activity credits and event budgets.
- Support other Service Unit Team members in accomplishing Service Unit goals, especially where finances coincide with those goals.
- Lead by example.

Manage Service Unit Finances

- Be familiar with all Girl Scouts of Utah policies regarding finances.
- Co-sign on all Service Unit level bank accounts.
- Review Financial Reports for all Service Unit and Council sponsored events.
- Complete and submit the Service Unit annual Financial Report by June 30th each year.

Support and Oversee Troop Finances

- Review and keep records of troops' annual Financial Reports for 2 membership years.
- Mentor and support troop leaders on completing their annual Troop Financial Report.
- Review each troop Financial Report and 12 months of banks statements to verify accuracy and consistency. Troop leaders are expected to submit Finance Reports directly to council and send a copy of the report to the Finance Representative.
- Support troops in submitting proposals for money earning activities to the Girl Scouts of Utah Council by reviewing and signing proposals prior to their submission to Council.
- Support troop leaders in closing bank accounts according to Girl Scouts of Utah Council policies when a troop disbands or splits.

Provide Financial Transparency

- Ensure troop and Service Unit funds are used only for purposes related to Girl Scouts.
- Share Service Unit Financial Reports with the Service Unit Team on a quarterly basis.
- Share concerns regarding any troop or Service Unit finances with the Girl Scouts of Utah Council.

Placement and Reappointment Process

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.
- Participate in Summer Leadership Summit Training.
- After first 6 months of service, meet with the Service Unit Team and designated Council staff member for a preliminary performance evaluation.

Qualification Requirements

- Current adult Girl Scout member in good standing.ⁱⁱ
- Previous experience managing a troop budget.
- Ability to create and manage a budget.
- Ability to keep accurate records.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.

Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and Council wide events.

Benefits of Service

- Play an integral role in Girl development
- Connect to the legacy of Girl Scouts
- Develop financial management skills
- Develop organizational and leadership skills

ⁱ Evaluations will be based on fulfillment of responsibilities in this job description and “Volunteer Safety and Conduct Policies” in *Volunteer Essentials*.

ⁱⁱ To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30th, and follow “Volunteer Safety and Conduct Policies” outlined in *Volunteer Essentials*.