

\_\_\_\_\_  
Year



\_\_\_\_\_  
Name (Please Print)

Girl Scouts of Swift Water Council  
P. O. Box 10832  
Bedford, NH 03110-0832  
T 603 627 4158 F 603 627 4169  
www.swgirlscouts.org

\_\_\_\_\_  
Service Unit

## **SERVICE UNIT FINANCE MANAGER ANNUAL VOLUNTEER SERVICE DESCRIPTION AND APPOINTMENT**

Reports to: The Service Unit Manager who delegates the responsibility and authority to maintain the financial records of the community.

Responsibilities:

- Maintains accurate records of community income and expenses.
- Reviews group financial reports to ensure they reflect income from Fall Product Sale, Cookie sales, calendar sales, money-earning events, and use of good financial management in disbursing the money for Girl Scout activities.
- Receives financial statement and bank account records from any group not re-registering.
- For communities with restricted funds: In consultation with community volunteers, applies for use of restricted funds.
- Takes ongoing training for the position.
- Attends and participates in related meetings (i.e. service team, community, constituency, training, etc.).
- Follows standards as stated in GSUSA Safety-Wise.
- Participates in the Volunteer Management System.
- Promotes Girl Scouting as a positive force in the community.
- Attends yearly constituency meeting and encourages attendance of all registered members over 14 years of age.

Qualifications:

Meets GSUSA membership requirements as stated in the Blue Book of Basic Documents:

... accepts the principles and beliefs as stated in the Preamble of the Constitution,

... has paid annual or lifetime membership dues,

... meets applicable membership standard.

Adheres to and carries out national and council policies and procedures.

Benefits to Volunteers:

Training and other learning opportunities, support in the position, council publications, references upon request, liability insurance, and supplementary accident insurance, as part of national and/or council membership.

.....

I meet and will abide by the above qualifications, I will assume the above responsibilities, and accept the appointment of SERVICE UNIT FINANCE MANAGER for

\_\_\_\_\_ Service Unit.

I acknowledge that, while my volunteer appointment is for the term described below, my appointment can be terminated at any time by the below-named GSSWC designee or me for any reason or no reason.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Service Unit Finance Manager

Term: \_\_\_\_\_ Signature: \_\_\_\_\_  
GSSWC Staff Member/SUM

January 13, 2005