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| **Position** | **Requirements** | **Term of Appointment** | **Accountable to:** |
| Service Unit Manager | * Sign and submit volunteer position agreement
* Attend Service Unit Manager Training
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Participate in calls with COO
* Attend Service Unit Kickoff Meeting in August
* Lead the Service Unit Team when developing a year plan for the Service Unit
* Attend and facilitate service unit meetings
* Serve as the front line of communication for the volunteers in your Service Unit
* Coordinate the operations within the Service Unit
* Give reports as needed
* Maintain contact with council staff for ongoing support and assistance as needed
* Coordinate a vote for appointing Service Unit Delegates annually
* Implement conflict resolution techniques
* Become a co-signer for Service Unit bank account
 | One Year: May be reappointed based on performance up to three years. Appointed by SU & Troop Support Staff | Service Unit Volunteers and Service Unit Support  |
| Adult Learning Facilitator | * Sign and submit volunteer position agreement
* Complete the process necessary to become an adult learning facilitator
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings
* Facilitate and evaluate mini-trainings at Service Unit Meetings
* Work with Volunteer Development Staff to schedule volunteer trainings in the area
* Facilitate and evaluate volunteer trainings
* Gather and return materials and resources supplied by council for each training
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff | Service Unit Volunteers and Volunteer Development Staff |
| Membership Manager | * Sign and submit your volunteer position agreement
* Complete the process necessary to become a recruiter
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings
* Coordinate a team of volunteers to assist with recruitment events
* Plan and carry out membership recruitment events
* Work with troop volunteers to place girls and adults into new or existing troops
* Call lapsed girls and adults to invite them back to Girl Scouts
* Support the online opportunity catalog process for girls and adults joining new or existing troops
* Make sure troops are registered in time to participate in Fall Product and Cookie Programs
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Recruiter | Service Unit Volunteers and Recruiter |
| **Position** | **Requirements** | **Term of Appointment** | **Accountable to:** |
| Adult Recognitions Coordinator | * Sign and submit volunteer position agreement
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit team and leader meetings to educate and update service unit volunteers on criteria and processes for GSUSA, council-level and service unit-level awards
* Develop and/or maintain a system for tracking adult recognitions and years-of-service to Girl Scouts by service unit volunteers
* Conduct ongoing recognition of volunteers at Service Unit meetings
* Review and determine SU adult recognition eligibility
* Organize at least one service-unit-wide event for volunteers to present appropriate adult awards
* Encourage volunteer attendance at the annual council Volunteer Recognition Celebration
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Support | Service Unit Volunteers and Service Unit Troop Support |
| Girl Awards Coordinator | * Sign and submit volunteer position agreement
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings to educate and update service unit volunteers on criteria and processes for older girl awards and trainings
* Attend service unit team and leader meetings to educate and update service unit volunteers on criteria and processes for older girl awards and trainings
* Promote and educate leaders on awards and programs for older Girl Scouts
* Recognize local girls who earn Bronze, Silver and Gold Awards
* Organize at least one service-unit-wide event for volunteers to recognize award recipients
* Encourage volunteer and girl attendance at the annual Gold Award recipient banquet
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Support | Service Unit Volunteers and Service Unit Troop Support |
| New Troop Mentor | * Sign and submit volunteer position agreement
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings
* Coordinate a team of volunteers to become troop mentors
* Help new leaders with the onboarding process and introduce programs and resources as needed
* Work with new troop leaders on the functionality of the Volunteer Toolkit
* Maintain ongoing contact to see if new leaders have questions or concerns
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Support | Service Unit Volunteers and Service Unit Troop Support |
| **Position** | **Requirements** | **Term of Appointment** | **Accountable to:** |
| Program and Events Manager | * Sign and submit your volunteer position agreement
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings and promote events
* Coordinate a team of volunteers to become event planners
* Remain informed and compliant with the most current policies, procedures and guidelines of GSSC-MM and GSUSA, including Volunteer Essentials and Safety Activity Checkpoints
* Coordinate and/or support all events held within the service unit, either by direct planning or by supervising and supporting other event volunteers
* Submit receipts to Service Unit Financial Manager
* Assist troops with activity approvals, trainings, trip/camping/travel plans, etc.
* Ensure a team member is at each event to oversee safety
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Support | Service Unit Volunteers and Service Unit Troop Support |
| Council Delegate | * Sign and submit your volunteer position agreement
* Complete GSSC-MM Delegate Orientation and online training
* Attend and participate in two business meetings per year (meetings to be confirmed annually; meetings will be held only when action items are submitted for agenda inclusion; refer to calendar of delegate work)
* Gather Service Unit membership feedback on critical issues or areas of focus
* Interpret, support and convey all Council policies, goals and objectives, and fundraising efforts
* Attend the fall Council Annual Meeting to:
* Provide input to the Board of Directors on proposed new policies and other major decisions.
* Provide feedback and/or recommendations to the Board of Directors regarding strategies, plans, or change in council governing structure.
* Elect the council Board of Directors from a slate provided by the Nominating Committee and the Delegates and Alternate Delegates to the National Council of GSUSA. (Note: Only the Council Delegate can vote.)
* Be informed and prepared to take any action requiring membership vote.

Encouraged to attend Town Hall and Service Unit meetings to promote two-way dialogue with relevant governance and operational topics.* Promote community visibility by:
* Serving as a liaison between the Board of Directors and community.
* Identifying and communicating community needs to the Board of Directors.
* Interpreting the Board of Directors’ works to the community.
* Serving as an advocate of the Girl Scouts through leadership, role modeling, and messaging.
 | Two years: may be re-elected for no more than three consecutive terms. Voted in by Service Unit Volunteers | Service Unit Volunteers and Governance Manager |
| **Position** | **Requirements** | **Term of Appointment** | **Accountable to:** |
| Community Service Coordinator | * Sign and submit volunteer position agreement
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings
* Seek out opportunities for troops and girls to do community service in their Service Unit and surrounding areas throughout the program year
* Create a database of local organizations and agencies troops could contact to set up service projects
* Be a resource for troops looking for service projects or take action projects
* Set up Service Unit wide service project opportunities
* Keep track of troop and service unit service project hours
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Support | Service Unit Volunteers and Service Unit Troop Support |
| Volunteer Took Kit Mentor | * Sign and submit volunteer position agreement.
* Complete Encampment/Event Planning training
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings
* Serve as a resource to leaders in community on use and troubleshooting of the Volunteer Toolkit
* Stay current on new versions and changes and inform users
* Promote use the Volunteer Toolkit through service unit meetings and training sessions
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support | Service Unit Volunteers and Service Unit Troop Support |
| Fall Product Manager | * Sign and submit volunteer position agreement.
* Complete Service Unit Fall Product Manager training
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit meetings to promote Fall Product Program
* Ensure all troop fall product managers are registered for Fall Program Training
* Make sure all service unit paperwork is correct and on time.
* Ensure all orders have been inputted into online ordering system correctly.
* Distribute product/recognitions to troops.
* Give reports as needed.
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff | Service Unit Volunteers and Volunteer Development Staff |
| **Position** | **Requirements** | **Term of Appointment** | **Accountable to:** |
| Outdoor Adventure Coordinator | * Sign and submit your volunteer position agreement.
* Complete required camping and outdoor trainings
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Attend Service Unit Kickoff Meeting in August
* Attend Service Unit Meetings to promote participation in outdoor events
* Teach, support, and advise volunteers on how to take girls camping at GSSC-MM camps as well as local, state and national campgrounds
* Promote the importance of outdoor activities as a part of the Girl Scout Leadership Experience
* Ensure outdoor activities are planned following the guidelines found in the Safety-Wise chapter of Volunteer Essentials, and Safety Activity Checkpoints
 | One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support | Service Unit Volunteers and Service Unit Troop Support |