|  |  |  |  |
| --- | --- | --- | --- |
| **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 |