

Position	Requirements	Term of Appointment	Accountable to:
Service Unit Manager	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Toolkit Mentor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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