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**Service Unit Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Oversees local Girl Scouting operations ensuring there is a fully functioning Service Unit team in place in order to effectively serve members and provide an outstanding experience for both girls and adults in a geographic region.

**Term of Appointment:** Two year: may be reappointed based on performance up to three years. Will be evaluated each year before continuing. Appointed by SU Troop Support Staff

**Accountable to:** Service Unit Volunteers and Service Unit and Troop Support Staff

**Responsibilities:**

* Sign and submit your volunteer position agreement.
* Attend Service Unit Manager Training
* Attend new leader training and stay current on all policy and procedures to accurately support local operations
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment
* Participate in conference calls with COO
* Attend Volunteer Kickoff Meeting in August
* Responsible for ensuring key SU team positions are filled and roles are being carried out as designated. Serves as the manager for all other team positions.
* Lead the Service Unit Team in developing the annual Plan of Action, including but not limited to reflection from the previous year, membership goals, programing and events, volunteer appreciation, and training needs.
* Plan and facilitate engaging service unit meetings with a focus on increasing attendance and meeting designated objectives and outcomes. Have all SU meeting dates set and communicated by September 1st or sooner for the upcoming GS year.
* Ensure regular communication for the volunteers in your Service Unit. SUMs should designate a separate email account for Girl Scout purposes ex. SUM798@gmail.com to ensure all council communications are received and reviewed in order to stay most up to date and pass on important information.
* Review membership reports from council and financial reports from the SU Financial Manager
* Maintain contact with council staff for ongoing support and assistance as needed.
* Coordinate a vote for appointing Service Unit Delegates annually in November timeframe
* Serve as a mediator in instances of conflict between adults in the SU.
* Maintain as a co-signer for the Service Unit bank account.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Manager Signature Date

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**Service Unit Facilitator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To facilitate effective adult learning to local Girl Scout members in order to ensure the highest quality troop experience for girls and adults.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff

**Accountable to:** Service Unit Volunteers and Volunteer Development Staff

**Responsibilities:**

* Sign and submit your volunteer position agreement.
* Complete the onboarding 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 GSMM101 to stay updated on current policy and procedure and to effectively support new leaders as they complete the training
* Continue to develop expertise in the Girl Scout Leadership Experience process, outcomes and programming.
* Stay abreast on best practices for troop leaders and new badge and journey programming as it is released by GSUSA
* Support creating local partnerships for delivering CPR and First Aid Training. Or, if serving as a CPR and First Aid Trainer schedule regular trainings to benefit the entire region
* Attend Volunteer Kickoff Meeting in August
* Attend all Service Unit meetings.
* Facilitate and evaluate mini trainings at Service Unit Meetings and deliver Girl Scout Level training
* Participate in annual Plan of Action development
* Participate with council staff in the development of council training curriculum
* Attend regular conference calls with Volunteer Training staff

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Financial Manager Signature Date

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**Service Unit Membership Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To lead the service unit in increasing Girl Scout membership for girls and adults; support the organization of troops and the prompt placement of girls and adults into new or existing troops.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Recruiter

**Accountable to:** Service Unit Volunteers and Recruiter

**Responsibilities:**

* Sign and submit your volunteer position agreement.
* Attend volunteer recruiter training
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
* Participate in Plan of Action development in particular championing membership growth goals
* Attend GSMM101 training to stay current on all policy and procedures
* 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
* Collaborate with staff to contact 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 by working with council staff Membership Specialist in ensuring all information is accurate and up to date.
* Ensure sure troops are registered in time to participate in Fall Product and Cookie Programs
* Maintain contact with council staff for ongoing support and assistance as needed.
* Attend regular conference calls with staff recruitment team

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Membership Manager Signature Date

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**Service Unit Cookie Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To oversee and implement the timelines and mechanics of GSSC-MM Cookie Program. Support girls and parents in the girls’ development of entrepreneurial and financial literacy skills.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff

**Accountable to:** Service Unit Volunteers and Volunteer Training and Product Specialist staff

**Responsibilities:**

* Ensure troops are registered on time to participate in Fall Product and Cookie Programs. Support re-registration campaigns.
* Sign and submit your volunteer position agreement.
* Attend Cookie Program Manager training
* Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
* Attend Volunteer Kickoff Meeting in August
* Attend Service Unit meetings to promote the Cookie Program
* Ensure all troop cookie managers are registered for Cookie Program Training
* Attend Troop Cookie Manager training in your area
* Distribute packets to troop cookie managers
* Provide regular communication with troop cookie managers throughout program to ensure members are aware of timeline and best practices
* Ensure all orders have been inputted into online ordering system correctly
* Distribute recognitions to troops
* Analyze reports as needed
* Collaborate with the SU Financial Manager to create programs centered around the financial literacy and entrepreneurship skills that should be developed during product sales
* Understand and embrace council policies regarding all aspects of the cookie program and enforce rules as necessary with a focus on educating members

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Good organization and computer skills
* Must have access to a computer
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Cookie Manger SIgnature Date

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**Service Unit Adult Recognitions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To promote, educate, and organize ongoing recognition for service unit volunteers; process applications for GSUSA, council-level and service unit-level awards.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* 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 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.
* Reviews and determines 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 and Dinner.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Adult Recognitions Coordinator Signature Date

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**Service Unit Girl Awards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To promote, educate, and organize ongoing recognition for Bronze, Silver and Gold Awards.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* 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 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

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Girl Awards Coordinator Signature Date

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**Service Unit New Troop Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To welcome and mentor new troop leaders through their first year and assist them to acquire the knowledge and skills that will enable them to lead their girls through the Girl Scout Leadership Experience.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* 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
* 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.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit New Troop Mentor Signature Date

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**Service Unit Financial Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Oversees the finances of the Service Unit and contributes to girl financial literacy programming

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* 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
* Maintain as a co-signer for the Service Unit bank account
* Receive, deposit, and disburse service unit funds.
* Prepare and present written Service Unit financial reports
* In collaboration with the team, prepare and oversee the Service Unit annual budget.
* Oversee service unit event budgets, check requests and reimbursements. Secure related receipts
* Educate members on financial procedures for troop and Service Unit management, recording and reporting of Girl Scout funds.
* Submit a yearly service unit financial report.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Able to keep accurate records with simple bookkeeping skills.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Financial Manager Signature Date

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**Service Unit Events Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Supervise the coordination of Service Unit events to ensure safety, risk management, adherence to policies, and connection to Girl Scout Leadership Experience outcomes.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* Sign and submit your 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 and promote events
* Coordinate a team of volunteers to become event planners
* Responsible for being 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.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Events Coordinator Signature Date

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**Service Unit Delegate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** A Council Delegate is a corporate member of the Girl Scouts of South Carolina – Mountains to Midlands and provides information to the Board of Directors as well as receives and responds to reports and information from the Board of Directors. The Council Delegate is accountable to the Delegate body as well as serves as the representative voice for the Service Unit that selected them.

**Term of Appointment:** Two years: may be re-elected for no more than three consecutive terms. Voted in by Service Unit Volunteers

**Accountable to:** Service Unit Volunteers and Governance Manager

**Responsibilities:**

* 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.
* Serve as an advocate of the Girl Scouts through leadership, role modeling, and messaging.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Active Service Unit member fourteen years of age or older.
* Support the Board of Directors and Council goals, policies and objectives.
* Demonstrates sound judgment and objectivity when analyzing issues and participating in decision-making.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Council Delegate Signature Date

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**Service Unit Community Service Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Provide ideas and opportunities within the community for troops to experience

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* Sign and submit your 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
* 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

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Community Service Coordinator Signature Date

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**Service Unit Volunteer Tool Kit Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Serve as a resource for leaders in the Community for the Volunteer Toolkit

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* Sign and submit your 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 up to date on new versions and changes and informs users.
* Promote use the Volunteer Toolkit through service unit meetings and training sessions.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

 *I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Volunteer Tool Kit Mentor Signature Date

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**Service Unit Fall Product Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** To oversee and implement the timelines and mechanics of GSSC-MM Fall Product Sale Program. Support troop product sale managers throughout the duration of the sale.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Volunteer Development Staff

**Accountable to:** Service Unit Volunteers and Volunteer Development Staff

**Responsibilities:**

* Sign and submit your 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.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Good organization and computer skills
* Must have access to a computer
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Fall Product Manager Signature Date

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**Service Unit Communications Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Supervise the coordination of service unit events to ensure safety, risk management, adherence to policies, and connection to Girl Scout Leadership Experience outcomes.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* Sign and submit your 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
* Collect stories and pictures from Troop leaders and share with Marketing and Communications Staff for Council Social Media posts
* Communicate with Marketing and Communication staff on large scale Service Unit and Troop events
* Manage Service Unit Facebook page and/or Develop a newsletter to showcase area troops

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

*I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Communications Coordinator Signature Date

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**Service Unit Outdoor Adventure Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Description:** Provide camping and outdoor resources to volunteers.

**Term of Appointment:** One year: may be reappointed based on performance. Appointed by Service Unit Manager and Service Unit Troop Support

**Accountable to:** Service Unit Volunteers and Service Unit Troop Support

**Responsibilities:**

* 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.

**Qualifications:**

* Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
* Background check results must meet council standards.
* No outstanding Council debts or related policy issue.
* Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
* Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
* Demonstrate excellent group and interpersonal communication skills.

 *I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.*

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Service Unit Outdoor Adventure Coordinator Signature Date

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**Public Phase Campaign Committee Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Public Phase Campaign Committee Members**

**Guidelines and Expectations**

Community leaders recruited to the Committee will agree to do the following:

 Allow the organization to use your name in all public relations materials and in solicitation of key prospects throughout the area.

 Speak positively about the organization and the campaign; and be prepared to answer questions you may be asked.

 Keep all information discussed about prospects and engagement strategies confidential.

 Review the prospect list and indicate individuals, corporations, foundations with whom you can arrange a meeting (no cold calls); suggest new prospects; attend a solicitation meeting or cultivation gathering which includes this prospect; communicate to the staff the outcomes of meetings and calls.

 Give a personal gift to the campaign up to your financial ability.

As important as what the Committee will do is what you will NOT be asked to do. The Committee will meet only occasionally, if at all, as a group. The goal is to utilize volunteers’ time most productively: opening doors to prospects that the organization would not otherwise be able to reach.

Staff will:

 Provide clear information about prospects (background, research, suggested strategies, etc.).

 Communicate with Committee members and prospects in a timely fashion.

 Provide regular updates and reports on the overall campaign, and on committee and individual prospects

 Prepare for prospect meetings/gatherings with organized materials, talking points, and proposals

***The most successful campaigns are leader-driven and staff-supported.***