

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. Will be evaluated each year before continuing. Appointed by CDM

Accountable to: Service Unit Volunteers and CDM

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.

Service Unit Manager Signature

Date