

Position	Requirements	Term of Appointment	Accountable to:
Service Unit Manager	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Attend Service Unit Manager Training</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment</li> <li>• Participate in calls with COO</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Lead the Service Unit Team when developing a year plan for the Service Unit.</li> <li>• Attend and facilitate service unit meetings.</li> <li>• Serve as the front line of communication for the volunteers in your Service Unit.</li> <li>• Coordinate the operations within the Service Unit.</li> <li>• Give reports as needed.</li> <li>• Maintain contact with council staff for ongoing support and assistance as needed.</li> <li>• Coordinate a vote for appointing Service Unit Delegates annually</li> <li>• Implement conflict resolution techniques</li> <li>• Become a co-signer for Service Unit bank account</li> </ul>	One Year: May be reappointed based on performance. Appointed by CDM	Service Unit Volunteers and CDM
Recruitment Manager	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete the process necessary to become a recruiter</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings.</li> <li>• Coordinate a team of volunteers to assist with recruitment events</li> <li>• Plan and carry out membership recruitment events</li> <li>• Work with troop volunteers to place girls and adults into new or existing troops</li> <li>• Call lapsed girls and adults to invite them back to Girl Scouts</li> <li>• Support the online opportunity catalog process for girls and adults joining new or existing troops.</li> <li>• Make sure troops are registered in time to participate in Fall Product and Cookie Programs</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Manager
Fall Product Manager	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete Service Unit Fall Product Manager training</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings to promote Fall Product Program</li> <li>• Ensure all troop fall product managers are registered for Fall Program Training</li> <li>• Make sure all service unit paperwork is correct and on time.</li> <li>• Ensure all orders have been inputted into online ordering system correctly.</li> <li>• Distribute product/recognitions to troops.</li> <li>• Give reports as needed.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager and Product Team	Service Unit Manager and Product Team

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Cookie Manager	<ul style="list-style-type: none"> <li>• Ensure troops are registered on time to participate in Fall Product and Cookie Programs. Support re-registration campaigns.</li> <li>• Sign and submit your volunteer position agreement.</li> <li>• Attend Cookie Program Manager training</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Volunteer Kickoff Meeting in August</li> <li>• Attend Service Unit meetings to promote the Cookie Program</li> <li>• Ensure all troop cookie managers are registered for Cookie Program Training</li> <li>• Attend Troop Cookie Manager training in your area</li> <li>• Distribute packets to troop cookie managers</li> <li>• Provide regular communication with troop cookie managers throughout program to ensure members are aware of timeline and best practices</li> <li>• Ensure all orders have been inputted into online ordering system correctly</li> <li>• Distribute recognitions to troops</li> <li>• Analyze reports as needed</li> <li>• Collaborate with the SU Financial Manager to create programs centered around the financial literacy and entrepreneurship skills that should be developed during product sales</li> <li>• Understand and embrace council policies regarding all aspects of the cookie program and enforce rules as necessary with a focus on educating members</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager and Product Team	Service Unit Manager and Product Team
Financial Manager	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete the process necessary to become an adult learning facilitator.</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend GSMM101 to stay updated on current policy and procedure and to effectively support new leaders as they complete the training</li> <li>• Continue to develop expertise in the Girl Scout Leadership Experience process, outcomes and programming.</li> <li>• Stay abreast on best practices for troop leaders and new badge and journey programming as it is released by GSUSA</li> <li>• Support creating local partnerships or delivering CPR and First Aid Training</li> <li>• Attend Volunteer Kickoff Meeting in August</li> <li>• Attend all Service Unit meetings.</li> <li>• Facilitate and evaluate mini trainings at Service Unit Meetings and deliver Girl Scout Level training</li> <li>• Participate in annual Plan of Action development</li> <li>• Participate with council staff in the development of council training curriculum</li> <li>• Attend regular conference calls with Volunteer Training staff</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Manager

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Delegate	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete GSSC-MM Delegate Orientation and online training</li> <li>• 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.)</li> <li>• Gather Service Unit membership feedback on critical issues or areas of focus.</li> <li>• Interpret, support and convey all Council policies, goals and objectives, and fundraising efforts.</li> <li>• Attend the fall Council Annual Meeting to:</li> <li>• Provide input to the Board of Directors on proposed new policies and other major decisions.</li> <li>• Provide feedback and/or recommendations to the Board of Directors regarding strategies, plans, or change in council governing structure.</li> <li>• 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.)</li> <li>• 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.</li> <li>• Promote community visibility by:</li> <li>• Serving as a liaison between the Board of Directors and community.</li> <li>• Identifying and communicating community needs to the Board of Directors.</li> <li>• Interpreting the Board of Directors' works to the community.</li> <li>• Serve as an advocate of the Girl Scouts through leadership, role modeling, and messaging.</li> </ul>	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
Adult Recognitions Coordinator	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• 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.</li> <li>• Develop and/or maintain a system for tracking adult recognitions and years-of-service to Girl Scouts by service unit volunteers.</li> <li>• Conduct ongoing recognition of volunteers at Service Unit meetings.</li> <li>• Reviews and determines SU adult recognition eligibility</li> <li>• Organize at least one service-unit-wide event for volunteers to present appropriate adult awards.</li> <li>• Encourage volunteer attendance at the annual council Volunteer Recognition Celebration and Dinner.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers

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Girl Awards Coordinator	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings to educate and update service unit volunteers on criteria and processes for older girl awards and trainings.</li> <li>• Attend service unit team and leader meetings to educate and update service unit volunteers on criteria and processes for older girl awards and trainings.</li> <li>• Promote and educate leaders on awards and programs for older Girl Scouts</li> <li>• Recognize local girls who earn Bronze, Silver and Gold Awards</li> <li>• Organize at least one service-unit-wide event for volunteers to recognize award recipients.</li> <li>• Encourage volunteer and girl attendance at the annual Gold Award recipient banquet</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers
New Troop Mentor	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings</li> <li>• Coordinate a team of volunteers to become troop mentors</li> <li>• Help new leaders with the onboarding process and introduce programs and resources as needed.</li> <li>• Work with new troop leaders on the functionality of the Volunteer Toolkit.</li> <li>• Maintain ongoing contact to see if new leaders have questions or concerns.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers
Community Service Coordinator	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete Encampment/Event Planning training</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings</li> <li>• Seek out opportunities for troops and girls to do community service in their Service Unit and surrounding areas throughout the program year</li> <li>• Create a database of local organizations and agencies troops could contact to set up service projects</li> <li>• Be a resource for troops looking for service projects or take action projects</li> <li>• Set up Service Unit wide service project opportunities</li> <li>• Keep track of troop and service unit service project hours</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers

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Volunteer Tool Kit Mentor	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete Encampment/Event Planning training</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit meetings</li> <li>• Serve as a resource to leaders in Community on use and troubleshooting of the Volunteer Toolkit.</li> <li>• Stay up to date on new versions and changes and informs users.</li> <li>• Promote use the Volunteer Toolkit through service unit meetings and training sessions.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers
Start Up Troop Coach Position	<ul style="list-style-type: none"> <li>• Attend Co Leader Certification, Brand Champion training, and Start Up Troop Coach training.</li> <li>• Build sustainable membership by forming new, functioning troops in your Service Unit footprint.</li> <li>• Cultivate Troop and Service Unit relationships that help retain new troops and leaders.</li> <li>• Work with council staff and Service Unit Volunteers to identify potential spaces for Start Up Troops.</li> <li>• Provide constant support to new leaders in the form of, but not limited to, answering questions, provide training dates and upcoming events from council, and helping them build comfort in the role of troop leader.</li> <li>• Continue to provide support for new leaders for at least their first full membership year.</li> <li>• Make sure that all communications are in line with the brand and guidelines put forth by council.</li> <li>• Provide ongoing support to new troop leaders through 4-6 facilitated meetings - demonstrating hands on learning for new leaders by assisting in Girl Scout programming.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager and Outreach Manager	Service Unit Volunteers and Outreach Manager.
Outdoor Adventure Coordinator	<ul style="list-style-type: none"> <li>• Sign and submit your volunteer position agreement.</li> <li>• Complete required camping and outdoor trainings</li> <li>• Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.</li> <li>• Attend Service Unit Kickoff Meeting in August</li> <li>• Attend Service Unit Meetings to promote participation in outdoor events</li> <li>• Teach, support, and advise volunteers on how to take girls camping at GSSC-MM camps as well as local, state and national campgrounds.</li> <li>• Promote the importance of outdoor activities as a part of the Girl Scout Leadership Experience.</li> <li>• Ensure outdoor activities are planned following the guidelines found in the Safety-Wise chapter of Volunteer Essentials, and Safety Activity Checkpoints.</li> </ul>	One year: may be reappointed based on performance. Appointed by Service Unit Manager	Service Unit Volunteers

