 Service Unit Records Coordinator

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| **Purpose** | **Accountable To** | **Term** |
| Ensure all girls and adults are registered in Service Unit and keep record of SU meetings | Service Unit Volunteers and Troop Support and Recruitment Department | One Year Appointed by Service Unit Volunteers May be reappointed based on performance  |
| **Responsibilities** | * Keep attendance
* Record clear and concise minutes at meetings
* Share meeting minutes from the month prior
* Collaborate with Service Unit Team on setting membership recruitment and renewal goals and assist Service Unit with membership recruitment efforts
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| **Other Responsibilities** | * Positon is a combination of registrar and secretary
* Possess excellent communication skills
* Have copies of the meeting minutes at Service Unit meetings
* Preform administrative duties
* Maintains placement of troops
* Facilitate and coordinate placement and renewal efforts for members within the Service Unit
* Contact girls, adults, and Troops who have not re-registered for the current membership year to facilitate membership renewal
* Ensure proper Troop establishment according to GSUSA and GSCCS standards
* Assist Service Unit Recruiter and Service Unit Event Coordinator with hosting annual recruitment event(s)
* Work with Service Unit Cookie & GoNuts Directors to check all girls, Troops, and adults who are selling product or who are responsible for product sales are registered Girl Scout members
* Assist members in online registration and renewal
* Use a template with SU Troops to check off so attendance is recorded
* Provide administrative support at Service Unit meetings by:
* Providing training on the online registration process
* Communicate with Service Unit Product Directors to ensure all girls are registered prior to participating
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| **Required Qualifications** | * Registered & screened Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy
* Ability and desire to work with and serve people from diverse backgrounds
* Adheres to Council policies
* Able to maintain confidentiality when sensitive issues arise
* Knowledgeable and versed on Council financial policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints*
* Good oral, verbal and written communication - express ideas and facts clearly and accurately
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| Your appointment to the above position begins on and will continue to September 30, 20  |
| Service Unit | Printed Name | Signature | Date |
| Appointed by | Printed Name | Signature | Date |

*\*This position can be shared*