 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 | | | | | |
| **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 | | | | | |
| **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 | | | | | |
| 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*