

Service Unit Welcome Specialist Volunteer Appointment Letter

This form is to be completed annually with the Service Unit Manager and retained by the Service Unit Manager.

Having successfully met the position qualifications, _____ is appointed to the position of Service Unit Welcome Specialist for the period of _____ to _____. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the Service Unit Manager(s), Membership Specialist, and Area Manager.

ROLE: Welcome new volunteers and provide orientation and review of the New Leader Packet with all new troop leaders in the Service Unit.

DUTIES AND RESPONSIBILITIES:

ON-TARGET

Receive e-mail notification of newly appointed volunteers in the Service Unit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact new volunteers and connect non-leaders with the appropriate Service Unit Team member.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Setup a welcome orientation session and review the New Leader Packet with new leaders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide the new volunteer with a Service Unit Team Roster.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain to new troop leaders the purpose of the Service Unit and provide information on the Service Unit meeting time and location. Help integrate the new troop leaders at Service Unit meetings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up with new troop leaders within three months.	<input type="checkbox"/> Yes <input type="checkbox"/> No

QUALIFICATIONS:

ON-TARGET

Register as an adult member of Girl Scouts of the USA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the Volunteer Position Application process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accept and adhere to the purpose and principles of Girl Scouting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be willing and able to work in a positive manner with diverse groups with varying lifestyles and cultures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete required training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does not have any outstanding debts with any GSCNC entity (e.g. - troops, Service Unit, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate planning, organizational and communication skills.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the patience, time, and flexibility to meet with troop leaders at mutually agreeable times.	<input type="checkbox"/> Yes <input type="checkbox"/> No

METHOD OF SELECTION: Selected and appointed by the Service Unit Manager.

ACCOUNTABILITY: Accountable to the Service Unit Manager(s), Membership Specialist, and Area Manager.

TERM OF POSITION: Appointed annually.

I, _____, Service Unit Welcome Specialist, agree to fulfill the duties and responsibilities as listed above and have met or will meet all qualifications as listed. I understand that failure to fulfill these responsibilities and/or qualifications could result in my not being re-appointed and/or dismissal from this position.

_____ Signature	_____ Date	_____ Years in Position	_____ Date of Review	_____ Initials
_____ Signature of Service Unit Manager	_____ Date of Review	_____ Initials		

Use additional paper to expand on the duties and responsibilities of this position.