



## Association SHARE Leader Volunteer Appointment Letter

This form is to be completed annually with the Annual Giving Specialist and retained by the Annual Giving Specialist.

Having successfully met the position qualifications, \_\_\_\_\_ is appointed to the position of Association SHARE Leader for \_\_\_\_\_ to \_\_\_\_\_. The volunteer agrees to fulfill the role, duties and responsibilities of the position with accountability to the SHARE Task Force and the Association Chair.

**ROLE:** Enthusiastically promote SHARE to Service Unit SHARE Leaders and donors.

### DUTIES AND RESPONSIBILITIES

### ON-TARGET

Demonstrate commitment to SHARE by making a personal contribution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attend SHARE Volunteer Kickoff and training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist in recruiting Service Unit SHARE Leaders who will actively promote SHARE and make their own personal contribution to SHARE.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work with the Annual Giving Specialist to set SHARE goals for all service units within the association.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Develops strategies for reaching the Association SHARE Goal, including helping SU SHARE Leaders to develop strategies to reach their SHARE goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain monthly contact with Service Unit SHARE Leaders throughout the campaign to provide assistance as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Present SHARE at association and cluster meetings either personally or by arranging for a replacement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with Service Unit SHARE presentations when necessary. Assume Service Unit SHARE Leader responsibilities if there is not an appointed Service Unit SHARE Leader.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participate in SHARE Task Force conference calls and regularly report on campaign progress to the Annual Giving Specialist.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Make and encourage specific personal "asks" for SHARE to individuals such as lifetime members, registered adults without troops, former volunteers and Girl Scouts, and other friends of Girl Scouting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promote online giving, recurring gifts, and President's Circle Level donations, especially from those who have the capacity to increase donations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Actively track the association and service unit's progress to goal. Assist Service Unit SHARE Leaders by providing them with donor reports.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participate in evaluating the SHARE campaign.	<input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE FUN AND MAKE SHARE ENJOYABLE FOR ALL!	<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
Receive approval to volunteer from Girl Scouts Nation's Capital via the Volunteer Position Application process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the required training with the Annual Giving Specialist and attend the SHARE Kickoff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have no outstanding debts with any Girl Scout Nation's Capital entity (troops, Service Units, etc.).	<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 of varying lifestyles and cultures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recognize, understand, accept, interpret, and support all of the goals, policies, guidelines, and objectives of Girl Scout Nation's Capital, including the Human Relations Policy Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**METHOD OF SELECTION:** Selected and appointed by the Annual Giving Specialist.

**ACCOUNTABILITY:** Accountable to the Annual Giving Specialist and the Director of Development.

**TERM OF POSITION:** Appointed annually.

I, \_\_\_\_\_, Association SHARE Leader, 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 Annual Giving Specialist                      Date of Review                      Initials

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