

## Service Unit Fall Product Chair Appointment Letter

**Position Title:** Service Unit Fall Product Chair  
**Term:** One Year (renewable)  
**Recruited by:** Service Unit leadership team  
**Appointed by:** Association Fall Product Chair  
**Accountable to:** Association Fall Product Chair and Product Sales Department  
**Purpose:** Organize and facilitate the Fall Product Sale for the service unit. Serves as a primary administrator for the Troop Fall Product Chairs in the service unit.

### Qualifications:

- Ability to dedicate time needed to conduct service unit activities of the Fall Product Sale from August-November.
- Ability to interpret, support and train others in the objectives of the sale.
- **Strong computer skills and ability to direct others.**
- Ability to work with numbers and keep detailed records.
- Ability to communicate and cooperate with adults from diverse backgrounds.
- Ability to motivate Troop Fall Product Chairs and problem solve in a positive manner.
- Have no outstanding debt with Girl Scouts Nation's Capital.
- Must be at least 18 years old and a registered Girl Scout Adult.

*Following are the principal duties and responsibilities of the position.*

### Fulfill administrative duties throughout the sale:

1. Attend **REQUIRED** Council training to become familiar with procedures and objectives of the sale.
2. Become familiar with the members of the service unit and the Troop Fall Product Chairs.
3. Attend monthly service unit meetings during the Fall Product Sale.
4. **Meet all deadlines** as required for the Council Fall Product Sale.
5. Work with the Association Fall Product Chair to secure a delivery point for the service unit order delivery.
6. Train ALL Troop Fall Product Chairs in the procedures and their specific responsibilities of the Fall Product Sale. Distribute troop materials to trained Troop Fall Product Chairs.
7. Verify troop entry of fall product order and all reward orders in the Nut-e system by deadlines. Complete service unit documentation for submission to the Association Fall Product Chair by the deadline.
8. Collect order documentation. Verify posted information in Nut-e for accuracy.
9. Distribute fall product orders to troops. Each troop should sign the T-2 form from Nut-e.
10. Maintain regular contact with the Troop Fall Product Chairs throughout the sale. Monitor for problems and successes.
11. Assist the Association Fall Product Chair as needed.
12. Promptly issue rewards to Troop Fall Product Chairs.

**The Council Agrees To:** Provide training, all materials and ongoing support through trained volunteer leadership.

Service Unit Fall Product Chair: \_\_\_\_\_ Association #: \_\_\_\_\_ SU #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have read and reviewed the responsibilities for the Service Unit Fall Product Chair and agree to fulfill these duties as well as those of additional volunteer fall product positions I may hold to the best of my abilities. This appointment is valid when signed by both the Service Unit Fall Product Chair and the Association Fall Product Chair.

\_\_\_\_\_  
Signature of Service Unit Fall Product Chair      Date

\_\_\_\_\_  
Signature of Association Fall Product Chair      Date