



Girl Scouts.

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER APPOINTMENT LETTER
FOR SERVICE UNIT MANAGER



Girl Scouts.

Having successfully met the position qualifications, _____ is appointed to the position of Service Unit Manager/Co-Manager for the period of _____ to _____. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the field director and area manager.

ROLE:

- Manage the activities of the volunteers within the service unit (SU) and give guidance to the troop leaders/advisors within the philosophy and framework of the Girl Scout program
- Recruit and manage a SU team to help carry out the functions of the SU as indicated under duties and responsibilities

DUTIES AND RESPONSIBILITIES:		On-Target	
		Yes	No
	Interpret GSUSA and GSCNC policies, implement standards and procedures, and promote Council goals		
	Manage the SU by implementing procedures and establishing goals for the SU in conjunction with the SU team and field director		
	Delegate appropriate tasks to other SU team members while maintaining the overall responsibility for the operation of the SU and keeping abreast of all SU activities		
	Using the appointment process, appoint and release (when necessary) troop leaders/advisors and other SU team members		
	Attend the Service Unit Manager (SUM) Kick-Off (held annually in August), in addition to a monthly SUM meeting (Area and Cluster Meetings)		
	Convene and preside over regularly scheduled SU team meetings		
	Convene and preside over the regularly scheduled SU meetings to provide information and materials from GSCNC and other appropriate sources. Workshops and roundtables may be used to train and share information and experiences		
	Provide or direct volunteers where to find GSCNC forms and resources		
	Grant permission for troop activities as stated in Council Policies and Standards and as indicated in Green Pages		
	Help resolve intra-troop conflicts with the assistance of mentors, other SU team members, and the field director as needed. Keep the field director informed when a conflict arises and what steps have been taken to bring resolution		
	Require all troop leaders/advisors to distribute materials for all GSCNC Fund Development campaigns to ensure that everyone is given the opportunity to participate and assist the appropriate SU team member in resolving product sales debts		
	Submit all paperwork in a timely manner		
	Work with the association chairperson, field director, and SU local press representative to maintain good community relations		
	Attend and encourage active participation in association meetings and events and the GSCNC Annual Meeting		
	Manage the SU team to ensure that all of the following responsibilities are fulfilled in a safe and timely manner:		
	Supervise the troop organizers in the recruitment and placement of girls and adults, formation of troops and in supporting troops. Coordinate with the troop organizers to recruit, interview, and select new leadership		
	Direct the SU registrar to maintain a current list of all registered troops and their members and to compile and publish a roster of all troops, leaders/advisors, and SU team members, along with their contact information, to be distributed to the SU		
	Encourage and promote SU-wide activities and inter-troop activities		

	Direct the SU training chair to keep the association training manager (ATM) informed of training needs within the service unit, and encourage members to take appropriate training and additional training as needed. Keep a record of training taken by volunteers and update their records on a regular basis		
	Direct troop mentors to encourage and guide adults in program planning based on the Program Emphases, Girl/Adult partnership, and service to community at and beyond the troop level		
	Assure all SU team paperwork is submitted in a timely manner		

On Target

QUALIFICATIONS:		Yes	No
	Register as an adult member of the Girl Scouts of the USA Date:		
	Complete the Volunteer Position Application process Date:		
	Accept and adhere to the purpose and principles of Girl Scouting		
	Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner		
	Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement		
	Complete required training Date:		
	Owe no outstanding debts to the council		
	Demonstrate an ability to manage, motivate, persuade, recruit, and retain adult and girl membership		
	Possess the following management and supervisory skills – well organized, positive attitude, enjoy working with people, able to handle difficult people, able to multi-task, assertiveness, good listener and communicator who is open to judging situations and people, hearing both sides and making fair decisions		
	Derive motivation from the ability to serve and to make decisions		

Term of Position: Maximum of six (6) years

I, _____ SUM/Co-Manager 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	Number of Years in Position	Date of Review	Initials
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Signature Field Director	Date	Term of Position – maximum of six (6) years	Date of Review	Initials
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The back of this form may be used to expand on the duties and responsibilities of this position and or the volunteer's role in meeting them.