



GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL
VOLUNTEER POSITION DESCRIPTION
FOR ASSOCIATION RECOGNITION COMMITTEE

ROLE: Provide recognition to their members. Responsibilities may vary from one association to another and are generally defined by the association or its chair, or may be developed by the Association Recognition committee itself with the approval of the association membership or chair.

**TYPICAL DUTIES AND RESPONSIBILITIES
OF CHAIR AND COMMITTEE MEMBERS INCLUDE:**

1. Become familiar with local, council, and national awards by attending a class, through experience, or through research and study;
2. Organize the association recognition committee, ensuring representation for each service unit;
3. Establish a regular schedule of committee meetings in the fall of each Girl Scout year and communicate this to the association chair and service unit managers;
4. Maintain association records of awards and longevity of service;
5. Establish and communicate appropriate deadlines for reviewing awards;
6. Encourage local members to nominate volunteers for recognition at all levels;
7. Receive, approve, and determine purchasing for Outstanding Leader and Outstanding Volunteer nominations, as well as for any association-specific awards;
8. Coordinate recognition activities at spring and fall association meetings for both adults and older girls;
9. Publicize recognition activities and information within the association;
10. Offer guidance, feedback, or recommendations on packets that will be submitted to the council recognition panel, when requested by sponsor;
11. Sponsor nominations for recognitions to be approved by the council recognition panel;

12. Be aware of and submit packets on time for the council recognition panel's deadlines for presentation at the annual recognition luncheon and at spring association meetings;

QUALIFICATIONS:

1. Register as an adult member of Girl Scouts of the USA.
2. Accept and adhere to the purpose and principles of Girl Scouting.
3. Show a willingness to work with diverse groups with varying life styles and cultures in a positive manner.
4. Recognize, understand, accept, interpret, and support all council goals, policies, and objectives including the Human Relations Policy Statement on page 26 of *Green Pages*.
5. Owes no outstanding debt to the council.
6. Understand and support the training mission.
7. Have proven leadership skills.
8. Understands and commits to the time requirements of the position.

METHOD OF SELECTION:

- Appointed by Association chair or elected by local volunteers.

ACCOUNTABILITY:

- Accountable to Association Chair and the Adult Volunteer Development Department Manager.

TERM OF POSITION:

- A yearly appointment or election with three-year tenure is recommended.