

VOLUNTEER POSITION DESCRIPTION

TROOP SHARELEADER

ROLE: Solicits SHARE at troop level from troop member's families.

DUTIES AND RESPONSIBILITIES:

1. Enthusiastically and proactively promotes SHARE to family and friends of the troop.
2. Contributes personally to the SHARE Campaign.
3. Attends training provided by the Service Unit SHARELeader and obtains sufficient materials for all girls and extra materials for friends of Girl Scouting. Makes sure that the Association and Service Unit numbers are clearly marked.
4. Works with the Troop Leader and Registrar to obtain an accurate list of parents with telephone numbers and emails for all girls registered with the troop. Creates a master SHARE Troop List. Form can be downloaded from the SHARE Lounge website.
5. Presents SHARE opportunities at the fall parent meeting, organizational meeting or at any/all appropriate opportunities. Encourages and strives for 100% girl participation.
6. Ensures, **through personal contact**, that each family receives a SHARE envelope and has the opportunity to make a personal contribution.
7. Reports Troop campaign progress to the Service Unit SHARELeader.
8. Receives and records receipt of SHARE envelopes from troop families on the SHARE Troop List. Follows up by phone or personal contact with families that have not yet returned their envelope(s).
9. Places SHARE envelopes in pre-paid Troop Collecting Envelope. Gives SU SHARELeader a copy of the completed SHARE Troop List. Mails donations to:

GSCNC SHARE
c/o Chevy Chase Bank
P.O. Box 17505
Baltimore MD 21297-1505
10. **Does not** open individual SHARE envelopes.
11. Participates in the evaluation of the SHARE campaign.
12. Thanks everyone who makes a contribution to SHARE. Be creative!
13. **HAS FUN AND MAKES SHARE ENJOYABLE FOR ALL!**

QUALIFICATIONS:

1. Registered as an adult member of GSUSA.
2. Completed required training.
3. Demonstrated commitment to SHARE, positive attitude, ability to motivate, recruit, and persuade others to feel same commitment.

The Troop SHARELeader is appointed by the Service Unit SHARELeader and/or Service Unit Manager for a one-year term and is accountable to the Service Unit SHARELeader and Service Unit Manager.