



Girl Scouts.

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



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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		

