

## **VOLUNTEER POSITION DESCRIPTION OF THE ASSOCIATION PROGRAM MANAGER**

**ROLE:** Advise and assist GSCNC Program Department and association in providing quality program

### **DUTIES AND RESPONSIBILITIES:**

1. **Serve as member of GSCNC Program Panel to help identify issues and make recommendations.**  
to GSCNC Program Department on procedures and practices designed to meet the program needs of membership and GSCNC goals and operating objectives.
2. Review program-related materials for publication and distribution as needed
3. Help identify and recruit program team within Association, ensuring representation of diverse membership of GSCNC
4. Serve as point of contact within Association regarding program issues
5. Serve as liaison between Association and GSCNC Program Department in identifying specific program needs; work with program department and association program volunteers to recommend and/or plan programs to meet those needs
6. Help to coordinate program planning taking place within Association
7. Provide statistical reports on local (Service Unit and Association) program activities to GSCNC Program Department
8. Assist Field Director in planning recruitment programs to meet local membership goals
9. Participate in Program Panel meetings — attend a minimum of 4 meeting per year and provide feedback via email or telephone on topics of discussion for meetings missed when requested.
10. Participate in local Cluster meetings in September, November, February and April; spring and fall Association meetings; and Association team meetings as appropriate

### **QUALIFICATIONS:**

1. Register as an adult member of the Girl Scouts of the United States of America
2. Accept and adhere to the purpose and principles of Girl Scouting
3. Recognize, understand, accept, interpret, and support all GSUSA and GSCNC goals, policies, guidelines and objectives, including the Human Relations Policy Statement
4. Complete any required training
5. Owe no outstanding debts to the council
6. Complete Volunteer Position Application process

### **METHOD OF SELECTION and ACCOUNTABILITY:**

- Appointed by and accountable to the GSCNC Manager of Program Services upon recommendation of Field Director or Association Chair

### **TERM OF POSITION:**

- Appointed annually, may serve up to six years