



SERVICE UNIT SECRETARY/COMMUNICATIONS SERVICE UNIT TEAM MEMBER

Summary:

Term of Appointment: The Service Unit Secretary is appointed for a one (1) year term from July 1 through June 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 4 hours per week.

Supervision: The Service Unit Secretary is supervised by the Service Unit Manager.

Support: The Service Unit Secretary receives additional support, guidance, and encouragement from the Regional Membership Manager and Council Communications Manager. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Work with Service Unit Team to manage and provide support for a designated group of troops.
- Attend service unit team planning meetings and service unit meetings.
- Maintain a current service unit email distribution list.
- Take minutes and attendance at service unit meetings, and distribute to service unit members.
- Assist in Coordinating PR between Council Communications Manager and local media.
- Solicit stories and information to submit to local media for publication.
- Be guided by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of the Desert Southwest (GSDSW) and Girl Scouts of the USA (GSUSA).

Qualifications and Core Competencies:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately. Committed to supporting the council by presenting a positive and consistent message of Girl Scouting.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to email and the internet, plus knowledge of social media.
- Additional requirements
 - Current GSUSA membership
 - Previous Girl Scout experience is preferred
 - Completed volunteer application process and training requirements

By signing below, I affirm that I have read and understand the information above and agree to fulfill the responsibilities for this position.

Date: _____ Service Unit: _____

Print Name: _____ Email: _____

Signature: _____