

SERVICE UNIT REGISTRAR

SERVICE UNIT TEAM MEMBER

Summary: The Service Unit Registrar coordinates the annual membership registration of all girl and adult Girl Scout members within a service unit as well as educates and promotes the use of the online registration process to all.

Term of Appointment: The Service Unit Registrar is appointed for a three (3) year term from October 1 through September 30, renewable upon completion of the council volunteer evaluation process. This position requires an average of 6 hours per week.

Supervision: The Service Unit Registrar is supervised by the GSDSW Troop/Service Unit Support team which will provide general oversight for all service unit operations.

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
- During monthly SU meetings, provide a report as the SU Registrar and answer questions
- Assist members of the Service Unit with the Girl Scout registration process
- Be aware of and encourage for members to register through the online system
- Maintain accurate troop rosters
- Educate others and promote early renewal and on-time Girl Scout registration
- Contact girls, adults, and troops who have not re-registered for the current membership year to facilitate membership renewal
- Work with Service Unit Product Program Manager(s) to check that all girls who are selling product or who are responsible for product sales are registered Girl Scout member
- Recommend and mentor a new service unit manager during your third year in this position
- Complete Service Unit Position training provided by council
- Ensure positive visibility and awareness of Girl Scouting in the community
- Be guided by the Girl Scout Mission, Promise and Law
- Remain informed about, comply, and support 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, 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
- **Time Management:** Ability to meet council deadline and complete tasks in a timely manner
- **Additional requirements:**
 - Current GSUSA membership
 - Previous Girl Scout experience is preferred
 - Completed volunteer background check and training requirements remain up to date
 - Remain a volunteer in good standing at all times

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: _____