

# 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: \_\_\_\_\_