



Service Unit Team Function and Composition

The service unit team invites every girl into Girl Scouting and ensures troop leaders are providing quality programming that meets the needs of today's girls. Team members provide support and direction to troop leaders so that they feel supported and satisfied in their roles.

Each service unit team organizes itself to support the unique needs of the volunteers in their particular community. Flexibility in the positions is sometimes necessary; the manager, team members and membership staff should always reach a clear agreement on the tasks each person will perform.

Service unit team positions

Note: Starred positions are highly recommended for effective service unit operations and required to be eligible for the President's Award. Additional positions listed will help with supporting Girl Scouts in the community and delegating work in the service unit.

| | |
|--|---|
| ★ Service Unit Manager: | Manages the work of the whole service unit; appoints service unit team members and leaders; sees that troops and groups are organized, registered, and supported; conducts service unit leader and service unit team meetings; ensures that all necessary paperwork is completed in an efficient and timely manner; delegates work for service unit; recognizes adult volunteer efforts |
| ★ Registrar: | Ensures registrations are complete and accurate; maintains records of troops and schools with girls registered; assists troop leaders and parents with online registration questions; coordinates service unit's membership renewal campaign |
| ★ Treasurer: | Handles service unit finances and completes financial reports; delivers monthly financial reports at service unit meetings; helps troops open bank accounts; collects annual troop financial reports; completes annual service unit financial reports and sends to council office |
| ★ Activity Consultant: | Approves or disapproves overnights; helps leaders plan outdoor program and camping trips; offers outdoor mini-training and encourages outdoor training; promotes camp; maintains all troops' activity records; may organize service unit encampment |
| ★ Membership Organizer/ Lead Membership Organizer | Helps set up and conduct organizational meetings at schools and community functions; acts as a contact with schools, leaders and parents; recruits leaders and organizes new troops/groups; may conduct new leader orientations as directed by the service unit manager; places girls in troops or maintains waiting lists of girls by program age level; lead membership organizer oversees recruitment efforts in the service unit and assists other membership organizers and membership development coordinator |

| | |
|--|---|
| ★ Service Unit Cookie Coordinator: | Works with council cookie sale area manager; completes all appropriate paperwork; trains troop cookie manager, coordinates booth sales in service unit; acts as clearing- house for cookies |
| ★ Fall Product Sale Coordinator: | Works with council fall product sale area manager; trains troop fall sale managers; completes all appropriate paperwork; prepares fall product sale final report for service unit |
| ★ Council Delegate: | Represents service unit at annual assembly meetings; collects feedback from girls and volunteers to relay to council executives and board members |
| Recognitions Chair: | Coordinates application procedures for adult recognitions; submits requests for board-approved adult recognitions; ensures that adult recognition event is held at least annually; facilitates community sponsored recognition of Girl Scout volunteers; ensures all leaders understand recognitions application procedures |
| Community Liaison/ Public Relations Representative: | Develops and implements a public relations plan for the service unit, including activities such as girls marching in local parades and setting up Girl Scout exhibits in community locations to recruit new leaders and girls |
| SHARE Coordinator: | Works with council fund development staff member; ensures SHARE Annual Giving campaign is implemented; sets goals with service unit team and membership staff; supervises and trains others who may give SHARE presentations to community organizations and parents |
| Secretary: | Contacts leaders about meetings; handles correspondence; prepares notices; orders supplies; may produce meeting minutes, produce and distribute service unit newsletter, or manage email communications |
| Training Coordinator: | Supports troop/group leaders by consulting, advising and answering questions regarding training classes, Girl Scout progression, and training requirements |
| Encampment Director: | Coordinates single-level/multi-level camping trip for the entire service unit (can be activity consultant or event director) |
| Event Director: | Directs and coordinates special service unit activities such as a skills day, badge workshop, Thinking Day, Brownie Fun Day, etc. |
| Librarian: | Keeps track of books and service unit resources checked out; maintains inventory; encourages use |

