



# Service Unit Registrar (SUR) Position Description

**Appointed by:** Service Unit Support Specialist  
**Reports to:** Service Unit Manager and Service Unit Support Specialist.  
**Term:** 1 year – may be reappointed annually.

### Expectations

- Honor and live by the Girl Scout Law.
- Meet deadlines inherent in this time-sensitive position.
- Attend monthly service unit team and leader meetings.
- Maintain regular communication with service unit manager, team members and Girl Scout staff.
- Educate membership on registration procedure and ensure accuracy of member record.
- Promote the Opportunity Catalog to potential and existing Girl Scout members.
- Encourage existing troops to be published in the Opportunity Catalog.
- Identify troops available to accept additional girls and notify Girl Scout staff.
- Maintain accurate, up-to-date electronic spreadsheet of all registered members ready to share with relevant team members and Girl Scout staff.
- Alert service unit manager, treasurer, and Girl Scout staff of disbanding troops to ensure the best outcome for continuing girls, funds, and equipment.
- Promote Girl Scout membership renewal and year-round recruitment efforts.
- Maintain confidentiality and security of member data.

### Competencies

- Supportive team-player able to work with people of diverse cultures, abilities, personalities, ages and backgrounds.
- Serve as a positive role model to girls and adult members.
- Strong organizational skills; accurate and efficient.
- Effective oral and written communication skills.
- Computer/internet access and proficiency, including MS Excel.
- Willing and able to give the time necessary to complete duties and responsibilities as outlined.
- Knowledgeable and enthusiastic resource for members and non-members to learn more about Girl Scouts.

### Requirements

- Be a currently registered Girl Scout member in good standing.
- Have a current background screening on file.
- Complete training for the position prior to assuming duties.
- Accept responsibilities and duties as outlined.
- Attend annual Service Unit Registrar Roundtable and/or Webinar.
- Affirm that the Girl Scout movement actively seeks members of every racial, ethnic, religious and socioeconomic group.
- Accept Girl Scouts of the USA and Girl Scouts, San Diego-Imperial Council policies, procedures and guidelines.

Service Unit \_\_\_\_\_

Name \_\_\_\_\_

Street  
Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

### Girl Scout Law

**I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.**

*This agreement must be signed and returned to the service unit support specialist.*

**I have read and understand the responsibilities of this position.** I am a registered Girl Scout member in good standing and agree to do my best to uphold my responsibilities as service unit registrar. I recognize this is a volunteer position and will not expect or accept any monetary compensation. If for any reason I cannot fulfill my tasks as defined here, I will inform my service unit manager and/or service unit support specialist immediately.

Signature \_\_\_\_\_

Council Staff \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for volunteering!**