



Service Unit Recognitions Chair Position Description

Reports to: Service Unit Manager

Term: 1 year - may be reappointed annually by
Volunteer Support Coordinator

Function: To promote and organize ongoing recognition for service unit volunteers and members of the community; process applications for GSUSA, council awards, service unit awards and earned recognitions.

Competencies

- Maintain adult records and recognition notebook.
- Initiate regular, ongoing recognition of training, service, and other accomplishments of service unit volunteers.
- Educate and update service unit volunteers at monthly service unit meetings regarding applications and criteria for GSUSA, council awards, service unit awards and earned recognitions.
- Promote recognitions as an integral part of the Girl Scout program.
- Develop and/or maintain a system for tracking adult recognitions, years of membership and service to Girl Scouts by service unit volunteers
- Conduct ongoing recognition of volunteers at service unit meetings
- Organize at least one service unit wide event for volunteers to present appropriate awards and earned recognitions.
- Promote awareness of community recognitions to increase Girl Scout visibility in your community

Expectations

- Honor and live by the Girl Scout Law.
- Present regularly at scheduled service unit team and leader meetings.
- Maintain communication with service unit team and staff.
- Keep in touch with work, progress, and welfare of SU team members, troop leaders, and volunteers.
- Promote Girl Scout recognition year-round.
- Collaborate with Volunteer Services Team to develop recognitions plan.
- Promote council events and awards (Volunteer Conference and Celebration).

Requirements

- Be a registered Girl Scout member in good standing with current volunteer paperwork and background clearance on file.
- Take self-study training for position prior to assuming duties, and accept responsibilities and duties outlined.
- Attend annual SU Recognitions Roundtable
- Accept and promote Girl Scouts USA and Girl Scouts San Diego recognitions and awards.

Troop # _____ SU # _____

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 membership staff.*

**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 volunteer Service
Unit Manager. 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 detailed here, I will inform
my volunteer support coordinator immediately.

Signature _____

Date _____

Supervisor _____

Thank you for volunteering!