

## **Volunteer Position Description:**

### **GSCB Volunteer Summit Committee Member**

**Purpose:** This committee plans and coordinates components of the GSCB Volunteer Summit event.

**Commitment to:**

- GSCB Members

**Duration:** The GSCB Volunteer Summit Committee Member shall commit to serving on this committee for a term of one year with the opportunity to renew

**Reports to:** GSCB Director of Volunteer Engagement

**Responsibilities & Duties:**

- Register for and attend the GSCB Volunteer Summit in person
- Work in collaboration with GSCB staff and committee members
- Attend all planning meetings (virtual or in-person)
- Participate in the planning and preparation of Volunteer Summit components including but not limited to:
  - Theme, décor, and visual components in coordination with GSCB Marketing team
  - Session opportunities in coordination with GSCB Staff
  - Bring new ideas that support the continued evolution of the event
  - Coordination and planning with caterer (availability, menu, etc...)  
-responsibility for contracting and budget will be retained by GSCB
- Promote attendance of GSCB Volunteer Summit
- Participate in logistical day-of-event duties including but not limited to:
  - Venue set-up
  - Assist with check-in
  - Greet attendees
  - Coordinate with the caterer for set-up and flow of service
  - Venue clean-up

**Training Requirements:** N/A

**General Requirements:**

- Current membership with Girl Scouts of the Chesapeake Bay
- Successfully completed the volunteer screening process, including background checks, training, and additional steps, as necessary
- Ability to consider actions and how they support and impact the well-being of the council
- Time to attend and participate in council meetings as necessary.
- Access, ability, and willingness to utilize technology, including an active email address.
- Behave in a manner that upholds the Girl Scout Promise & Law in all interactions with the public, Girl Scout members, and GSCB staff.

By accepting any volunteer position with Girl Scouts of the Chesapeake Bay, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff, while serving as a volunteer.