

Volunteer Position Description:

GSCB Annual Meeting Committee Member

Purpose: This committee plans and coordinates components of the GSCB Annual Meeting event.

Commitment to:

- GSCB Members

Duration: The GSCB Annual Meeting Committee Member shall commit to serving on this committee for a term of two years with the opportunity to renew

Reports to: GSCB Annual Meeting Committee Chair

Responsibilities & Duties:

- Register for and attend the GSCB Annual Meeting in person
- Work in collaboration with GSCB Leadership, GSCB staff liaison, and staff committee members
- Attend all planning meetings:
 - Committee planning meetings before the event (virtual or in-person)
 - Sub-committee meetings as needed
 - Final Run of Show meeting with GSCB Staff (virtual or in-person)
- Participate in the planning and preparation of Annual Meeting components including but not limited to:
 - Theme, décor, and visual components in coordination with GSCB Marketing team
 - Coordination and planning with caterer (availability, menu, etc...)
-responsibility of contracting and budget will be retained by GSCB
 - Development and leading of meeting ceremonies:
 - Opening Ceremony including flag ceremony
 - Grace
 - Closing Ceremony including retiring of the flags
 - Compilation of Annual Meeting packet materials
- Participate in logistical day-of-event duties including but not limited to:
 - Venue set-up
 - Assist with check-in
 - Greet attendees
 - Coordinate with caterer for set-up and flow of service
 - Participation in meeting ceremony components described above
 - Venue clean-up

Training Requirements: N/A

General Requirements:

- Current membership with Girl Scouts of the Chesapeake Bay
- Understanding of the council structure
- Ability to consider actions and how they support and impact the well-being of 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.