

- Position:** Service Unit Recognition Chair
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To ensure that volunteers in the Service Unit are recognized for their contributions
- Responsible To:** Appointed by and responsible to Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Follow GSUSA and GSCB policies, standards and procedures
- Participate in Service Team goals
- Recruit assistance in planning Service Unit Recognition
- Provide girl and adult recognition
- Attend or send representative to volunteer meetings
- Ensure that GSCB, *Adult Recognitions in Girl Scouting* booklet is available to the Service Unit
- Attend or send representative to volunteer meetings
- Solicit nominations for awards from the following: Troop Leaders, Service Team members, parents and other volunteers
- Review and approve nominations for Outstanding Volunteer, Outstanding Leader and other local awards
- Nominate volunteers for Board Approved awards
- Work with PR Representative to ensure public awareness of awardees
- Work with SU Education Coordinator to ensure recognition of volunteers
- Maintain accurate records
- Maintain confidentiality when dealing with sensitive issues
- Participate in roundtable discussions/enhancement workshops relating to the position
- Follow safety guidelines as outlined in GSUSA publications/*Safety Activity Checkpoints*
- Work with SUM to thank volunteers at each Leader's meeting. This does not have to be elaborate or expensive. Look in the GSCB, *Adult Recognitions in Girl Scouting* booklet for ideas
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____