



Volunteer Position Description

Service Unit Secretary

Purpose

The Service Unit (SU) Secretary leads the charge in keeping meeting minutes and keeping communication lines open between troops and members.

Term of Appointment

The SU Secretary is appointed for a 1-year term that is renewable upon successful re-election by the service unit and adherence to Girl Scouts Dakota Horizons and GSUSA policies and procedures. This position requires approximately 2-3 hours per month.

Requirements

All volunteers are required to be registered members, successfully pass a criminal background check, and follow the Girl Scout Promise and Law at all times. Excellent communication and computer skills required.

Responsibilities

- Complete required training and expectations agreement.
- Facilitate a positive working relationship between council staff and the service unit.
- Participate as part of the service unit team and record minutes for all service unit meetings.
- Distribute minutes to all volunteers within the service unit.
- Handle correspondence and assist with securing meeting room reservations for the service unit in partnership with the Service Unit Manager.
- Keep track of all service unit records and paperwork.
- Use Looker to find membership information for service unit as needed. Ensure this information is used appropriately and for Girl Scout purposes only.
- Follow Girl Scout branding guidelines.
- Ensure positive visibility and awareness of Girl Scouting in the community.

Training and Support

- Member Engagement Manager support SU Secretary.
- Training and networking opportunities provided online and in person.
- Volunteer resource library on our website.

Benefits

- Make a difference in the lives of girls and be an integral part of the Girl Scout movement.
- Network and make friends with adult volunteers throughout the council and nationally.
- Build your resume and develop transferable leadership, business, and project management skills in a fun and supportive environment.