

Service Unit Manager

Annual Position Agreement

Position Summary: The **Service Unit Manager (SUM)** is the lead volunteer in the service unit. The SU Manager encourages and empowers girls by developing and empowering the adult volunteers who serve them every day.

The SUM is responsible for developing and managing the Girl Scout Service Unit with the help of a Service Unit Team, and the support of Volunteer Services and Membership and Recruitment Teams.

The Service Unit Manager, with the guidance of Council, sets the tone, guides the work, and serves as the role model and mentor for the service unit.

Term of Appointment: The Troop Leader is appointed annually with the term beginning on October 1st, and ending on September 30. The position is renewable upon completion of an evaluation process towards the end of their term.

Support: The Service Unit Manager receives support from Volunteer Services.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- **Be guided in all actions by the Girl Scout Promise and Law.**
- *Be Girl Focused:* All decisions must be made with consideration given to the impact on the girls within the Service Unit.
- *Foster Diversity:* the Service Unit Manager must be willing to work with diverse groups and varying lifestyles in a positive manner.
- Possess good communication skills, both oral and written.
- Hold at 6 regular Service Unit meetings throughout the year,, at a time and place convenient for the majority of the Leaders in the Service Unit. Meetings may be held in person, by conference call, webinar, or another means of communication agreed upon by the Leaders.
- Willingness to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders.
- Owe no outstanding debts to GSNENY.

Responsibilities:

- Management of the Troop, including appointment of Service Unit Helpers based on fulfillment of position requirements.
- Identify, recruit, and support the development of potential Service Unit Helpers.
- Work with designated Volunteer Support Specialist to provide support to the Troop, and/or Troop Leaders.

- Work with designated Recruitment Specialist to help extend the Girl Scout Movement further into the Community.
- Ensure the registration of all girl and adult members participating within the Troop.
- Remain informed about and comply with the most current policies, procedures, and Guidelines set forth by both GSNENY and GSUSA.
- Complete the troop annual finance report
- Assist with the planning of Troop events and special programs for the girls.
- Begin discussing a transition plan with the Volunteer Support Specialist prior to stepping down from this role.

Statement of Term

The responsibilities of the Service Unit Manager position have been discussed with me, and I agree to fulfill them to the best of my ability from October 1 until September 30 .

Signature

Date

Contact Information:

Printed Name: _____

E-Mail: _____

Phone: _____

Service Unit: _____