

# Troop Leader

## Annual Position Agreement

**Position Summary:** To provide leadership and management of a troop or group of girls by ensuring the retention of existing members, and the recruiting of new members to the Girl Scout Movement. The Troop Leader is responsible for organizing and maintaining the Girl Scout Leadership Experience to all the girls within their Troops by supporting all the leaders and girls within their troop.

**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 troop leader receives support from Volunteer Services as well as their Service Unit Manager (SUM).

### 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 Troop Leader must be willing to work with diverse groups and varying lifestyles in a positive manner.
- Possess good communication skills, both oral and written.
- Attend, or send a representative, to Service Unit meetings.
- Hold at least 5 regular Troop meetings throughout the year, at a time and place convenient for the majority of the Girls in the Service Unit. Meetings may be held in person, by conference call, webinar, or another means of communication agreed upon by the Girls and parents.
- 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 Troop Helpers based on fulfillment of position requirements.
- Identify, recruit, and support the development of potential Troop 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 Troop 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:** \_\_\_\_\_

**Service Unit Meeting Location:** \_\_\_\_\_

**Service Unit Meeting Time:** \_\_\_\_\_

**Service Unit Meeting Day:** \_\_\_\_\_