

## Position Description Service Unit Recognitions Chair

- Title:** Service Unit Recognitions Chair (may be a team of people)
- Term:** May be reappointed annually by service unit manager or council membership staff
- Accountable to:** Service unit manager
- Function:** To promote and organize on-going recognitions for service unit volunteers and members of the community; process applications for GSUSA, council awards and earned recognitions
- Tasks/  
accountabilities:**
- Maintain adult records and recognition notebook
  - Initiate regular, on-going recognition of the training, service, and other accomplishments of service unit volunteers
  - Educate and update service unit volunteers regarding applications and criteria for GSUSA and council awards, and earned recognitions through informational presentations at service unit meetings
  - Promote recognitions as an integral part of the Girl Scout program.
  - Develop and/or maintain a system for tracking adult recognitions as well as years of membership and service to Girl Scouts by service unit volunteers
- Besides on-going recognitions, organize:
- At least one service unit-wide event for volunteers to present appropriate awards and earned recognitions. Encourage community participation at these events.
  - Promote awareness of community recognitions and their requirements as an additional means of volunteer recognition and to increase Girl Scout visibility in your community
- Training:** Complete service unit recognitions chair self-paced council training. Need not repeat training if reappointed for second term.
- Qualifications:**
- Subscribe to the principles/purpose of Girl Scouting and become a registered member
  - Be knowledgeable about the Girl Scout program
  - Be willing to devote time to the position
  - Communicate well with individuals and groups
  - Be available by telephone and/or e-mail and be able to reply in a timely manner
  - Have maturity of judgment
  - Have ability to relate to people and communicate the Girl Scout message in a positive way in accordance with the council goals and objectives
  - Be willing to perform tasks effectively as part of a team effort
  - Have ability to work with a culturally diverse population