

| Position Title | Responsibilities |
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| Service Unit Manager | <ul style="list-style-type: none"> Attend Service Unit Manager meetings at council (4x/year) Report council and national news to troop leaders Recruit, appoint, and oversee qualified adults to fill the Service Team Positions Develop yearly plans for the Service Unit and appoint leaders to help implement them Plan, schedule, and conduct Service Team and Service Unit meetings Provide support to leaders, troops, and individual members |
| Assistant SU Manager | <ul style="list-style-type: none"> Assist the Service Unit Manager Conduct Service Team and Service Unit meetings in the Service Unit Managers absence |
| Finance Consultant | <ul style="list-style-type: none"> Maintain the Service Unit bank account Create a yearly budget for Service Unit funds with the help from the Service Team Report Service Unit finance income and expenses to leaders regularly Assist leaders with setting up, changing, and closing troop bank accounts Review troop bank statements monthly to ensure compliance with council and national standards Remind troops of yearly finance report deadlines Submit the Service Unit bank account yearly finance report on time |
| Secretary | <ul style="list-style-type: none"> Record meeting minutes and post them on Scoutlander monthly |
| Fall/Spring Product Sales Manager | <ul style="list-style-type: none"> Attend product training at council and become familiar with the products and systems Distribute materials and provide product training to leaders/troop product sale managers Oversee all Service Unit orders and payments of council sponsored product sales Coordinate the receiving and disbursal of products and incentives File required paperwork with council |
| Troop Manager | <ul style="list-style-type: none"> Receive the Service Unit Roster from council and share with Service Team Members and troop leaders to review for accuracy at least 4x per year Notify council of any necessary corrections to the roster Be aware of troops with openings and assist with placement of new members Report Service Unit membership goals to leaders regularly Promote spring registration and encourage leaders to keep troop info in MYGS tab current. Work with council create a strategic opportunity catalog for the upcoming membership year |
| School Liaisons/ Recruiters | <ul style="list-style-type: none"> Maintain a strong presence with school administrators and PTA Communicate with leaders any opportunities for service or projects with the school Notify council of upcoming school events at which we could have a Girl Scout presence, such as open house, family fun nights, etc. Plan and coordinate girl & adult volunteers to help at a Girl Scout table at these events Obtain recruitment materials from council before the event, and return materials, including interest cards, to council within one week after the event. |
| Mentors/ Welcome Specialists | <ul style="list-style-type: none"> Connect with the leaders at a specific age level and share your best practices and ideas Be welcoming and available to the leaders so they feel they can contact you if they have a question about a badge or the program Offer support to brand new troops, perhaps by coming to their first meeting |
| Adult Recognitions Coordinator | <ul style="list-style-type: none"> Collect nominations from leaders & parents for Girl Scout Adult recognitions & awards Fill out recognition/award paperwork and submit to council before deadlines Assist with giving out awards at the annual Court of Awards Ceremony |
| Council Delegate | <ul style="list-style-type: none"> Represent our SU by attending 2 yearly meetings and council's annual meeting Elect council officers, board members, committee members and national delegates Report on delegate discussion and annual meeting news to the leaders |
| Webmaster | <ul style="list-style-type: none"> Update and maintain the Service Unit website |
| Zoom Manager | <ul style="list-style-type: none"> Manage the SU Zoom account Setting up Zoom leader meetings and email meeting reminders to leaders. Monitor the meetings. Look for people with their hand raised, follow and moderate the chat, launch polls, manage breakout rooms, etc. |
| Marketplace Receipt Manager | <ul style="list-style-type: none"> Instruct leaders on the procedure for collecting and bundling Marketplace receipts Collect receipts from leaders and take them to the Marketplace for a monetary donation Give the money to the Finance Consultant to deposit in the Service Unit account |
| Outdoor Advisor | <ul style="list-style-type: none"> Provide support to leaders, troops and service unit in all things related to the outdoors Able to train leaders and troops in outdoor and camping skills |
| First Aid/CPR Training | <ul style="list-style-type: none"> Provides "Heartsaver First Aid & CPR Training" to leaders through the American Heart Association |