

SERVICE UNIT SECRETARY

PURPOSE		APPOINTED BY	TERM
Maintain accurate records of service unit business		Leader Support Manager	Two years Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> Record minutes of all service team and service unit meetings Maintain a permanent file for past minutes and bring to meetings Distribute minutes to all team members for service unit team meetings Distribute minutes to all troop leaders for leader meetings if applicable Handle correspondence for service unit as directed by the Leader Support Manager Assist in securing meeting room reservations as directed by the Leader Support Manager Complete all position related training provided by the council 		
REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> Registered Girl Scout, at least 18 years of age, with volunteer approval who lives the values of the Girl Scout philosophy Ability and desire to work with and serve people from diverse backgrounds Adheres to council policies and ways of work Able to maintain confidentiality when sensitive issues arise Good oral, verbal and written communication – express ideas and facts clearly and accurately 		
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> Well organized, able to maintain records and meet deadlines Strong organizational skills and follow-through, i.e. meets deadlines and returns calls or emails Adaptability – adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments 		
APPOINTMENT			
Your appointment to the above position begins on _____		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

**This position can be shared*