



Position Description
Service Unit Secretary
For
_____ **Service Unit**
(Service Unit name)

GENERAL DESCRIPTION: Maintains written communications and minutes of Service Unit meetings.

APPOINTED BY: Service Unit Manager

TERM OF APPOINTMENT: One year; may be reappointed based on performance

RESPONSIBILITIES:

- Registers as a member of GSUSA
- Completes all required training for position
- Handles the correspondence of the Service Unit
- Performs administrative duties for the Service Unit
- Supports Council Goals and Objectives, Policies and Procedures

DIRECTLY SUPPORTED BY: Service Unit Manager/Service Team and GSCSNJ Membership Staff

POSITION AGREEMENT

The responsibilities of this position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the Girl Scout year_____.

Signature

Date

CONTACT INFORMATION:

Printed Name: _____

Mailing Address: _____

E-Mail: _____

Phone: _____