

## Position Description Adult Awards Committee Member

**Title:** Adult Awards Committee Member

**Reports To:** Manager of Membership Services

**Term of Appointment:** The Adult Awards Committee Member is appointed for a one year term that is renewable for a total of 5 years, upon completion of evaluation process. This position requires an average of 2 in person meetings, 2-3 hours of work at home annually and attending the award ceremony.

**Job Summary:** The Volunteer Awards Committee member partners with staff to create a plan to recognize outstanding service by adult Girl Scouts.

**Support:** The Volunteer Awards Committee Members receive support and guidance from the Membership team. She or he has access to relevant training for this role.

### **Qualifications and Core Competencies:**

- Register as a member of GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal integrity
- Adaptability
- Oral and written communication- express ideas and facts clearly and accurately
- Foster diversity-willingness to work with diverse groups and cultures in a positive manner
- Computer skills – access to email and the Internet
- Owe no outstanding debts to GSCSNJ
- Knowledge of Girl Scout positions and structure

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### **Responsibilities:**

- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central & Southern NJ (GSCSNJ) and Girl Scouts of the USA (GSUSA).
- Attend scheduled Adult Awards Committee meetings.
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Develop the guidelines for the adult recognitions annual booklet
- Develop new awards to meet the needs of growing membership
- Ensure that all nominated candidates meet specified criteria for council awards
- Assist with and attend the Celebrate event
- Educates and encourages participation in the adult recognition program

### **Position Agreement**

The responsibilities of the Adult Awards Committee Member position have been discussed with me, and I have agreed to fulfill them to the best of my ability for the \_\_\_\_\_ Girl Scout year. Term runs July to June. There is a maximum of 5 terms permitted for this position to allow other volunteers to participate.

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