

## Position Description Service Unit Secretary

**Title:** Service Unit Secretary

**Appointed by:** Service Unit Manager(s) and the Membership Specialist

**Reports To:** Service Unit Manager

**Term of Appointment:** The Service Unit Secretary is appointed for a one-year term that is renewable upon completion of evaluation process. This position requires an average of 5 hours a month.

**Job Summary:** Writes and maintains written communications for the Service Unit and minutes of Service Unit meetings.

**Support:** The Service Unit Secretary receives support, guidance, and encouragement from the Service Unit Manager, and the Service Unit Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

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

- Register as a member of GSUSA
- Complete background check
- Complete required coursework as assigned and provided by GSCSNJ and 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 balance to GSCSNJ
- Attend the Service Unit meetings

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### **Responsibilities:**

- Handle the correspondence of the Service Unit
- Perform administrative duties for the Service Unit
- Create and manage Service Unit communication system including email, social media, messaging apps as needed and appropriate
- Verify that service team, leaders and Membership Specialist have access to and are receiving posted communications
- Invite/remind all volunteers of monthly Service Unit Team and Leader Meetings
- Ensure all leaders in the Service Unit receive the agenda provided by the Service Unit Manager
- Attend Service Team and Leader Meetings to take minutes and share to communication system within a week
- Share minutes of Service Unit meetings with all volunteers in the Service Unit and your Membership Specialist
- Maintain a calendar of events to streamline communications (example using Google, Facebook, or TeamApp)

### **Position Agreement**

The responsibilities of this position; Service Unit Secretary, have been discussed with me, and I have agreed to fulfill them to the best of my ability for the \_\_\_\_\_ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>