

Leader/Advisor Position Description/Agreement Form

As a volunteer **Leader/Advisor**, I play an essential role in supporting the Girl Scout Leadership Experience for the girls and families I serve. I will uphold the Girl Scout Promise and Law, foster an inclusive and respectful environment, and guide girls in creating a “girl-led” experience that emphasizes Discover, Connect, and Take Action through hands-on and cooperative learning.

I, therefore, agree to do the following:

1. **Adhere to policies:** I will become a registered member and agree to complete a Criminal Background Check. I will adhere to all national and local council policies, procedures, safety guidelines as detailed in documents like Volunteer Essentials and Safety Activity Checkpoints. I will review and sign GSNNJ Code of Conduct and will commit to complete all required training in a timely manner.
2. **Safety:** Secure the completion of required forms by parents. Conduct the meeting and activities in public and safe places. Will ensure meetings and activities are free from drugs, tobacco, and alcohol, and guarantee a high-quality, safe, fun, and engaging environment for the girls.
3. **Financial management:** Will manage Troop funds with honesty and integrity. Will maintain accurate records and I understand I have the responsibility to submit an Annual Troop Finance report to council. I do understand that if an investigation reveals that I mismanaged funds in any way, I will be prosecuted to the full extent of the law and will face legal consequences.
4. **Communication:** Provide parents/guardians with regular updates on meetings, events, and finances. Maintain open communication and be available to discuss any concerns. Work with my Service Unit Team on a regular basis to fulfill my leadership responsibilities, seek the support of my Service Unit Team when in need of problem solving, program ideas and other resources to enhance my delivery of the Girl Scout Experience. Must opt in to receive council communications to be aware of happenings and be able to inform my troop members.
5. **Troop Management:** Ensure timely registration of members, promote parental involvement, and represent the troop at Service Unit Meetings. Obtain required approval for activities from my Service Unit Manager (or Troop Support Manager if no Service Unit Manager is appointed). Encourage financial support of the Council through GSNNJ Product Programs and Annual Giving.
6. **Conflict Resolution:** Create an atmosphere of tolerance, acceptance, and appreciation of differences. Address any issues in a respectful manner. While girls or adults may have disagreements or conflicts outside the Girl Scout space and time, they must refrain from bringing that conflict into the GS meeting in order to facilitate a safe space for all. Will meet with the Service Unit Manager and/or GSNNJ staff if requested to discuss any concerns within two (2) weeks.

I understand that failure to meet the responsibilities and requirements above may result in immediate dismissal, temporary removal, or disqualification from the **Leader role**. I agree to volunteer my services to GSNNJ without compensation and acknowledge that I am not an employee and not entitled to wages or benefits. Reappointment depends on my performance, fulfillment of duties, and positive contribution to GSNNJ's culture. Volunteers may be released at any time at the discretion of GSNNJ, which also reserves the right to reappoint or take other actions as deemed necessary.

By signing this document, I commit to adhering to the above agreement. Failure to do so does not affect the applicability of the agreement or any of its provisions to you. I understand that I may resign from this role at any time after trying my best to secure a succession plan for troop continuity.

Name (Please print) _____ Service Unit: _____

Leader Signature: _____ Troop #: _____ Date _____