

Service Unit Manager Position Description/Agreement Form

As a volunteer **Service Unit Manager (SUM)**, I play an essential role in the success of Girl Scouting and provide a direct link between the Service Unit and GSNNJ. The Service Unit Manager is appointed for a term of two (2) years and will serve no more than two (2) consecutive terms. The first six (6) months after appointment will be considered a probationary period.

I recognize my responsibilities are important. Therefore, I agree to do the following:

- Adherence 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 required training in a timely manner. Will promote the use of the Volunteer Tool Kit.
- Administration:** Attend Council Leadership SUMMITS (in person or virtual) or ensure Service Unit Representation. Prepare an agenda and lead SU meetings to deliver updates on Service Unit matters or activities and to distribute or promote Council information. Approve Troop Group Activity Applications(TGAAs), Money Earning Applications and oversees Troop Financial Reporting. Encourage financial support of the Council through GSNNJ Product Programs and Annual Giving.
- Leadership and support:** Recruit, support, and guide the Service Unit Team. Work closely, support and provide guidance to troop leaders, parents, and other volunteers. Work in ways that will encourage participation in Girl Scouting by all girls and adults in a non-discriminatory manner.
- Recruitment and retention:** Collaborate with the Service Unit Team and council staff to meet membership goals by planning recruitment events throughout the year. Help welcome and onboard new volunteers. Will ensure that Girl Scout Juliettes (individually registered girls) are connected to the Service Unit.
- Communication:** Organize and facilitate Service Unit meetings for volunteers. Develop communication plans (e.g., newsletters, social media) to keep the community informed. Serve as a key point of contact, relaying information from the council to the service unit and vice versa.
- Financial management:** Will manage SU funds with honesty and integrity. Will maintain accurate records and will ensure submission of Service Unit Annual 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. Will ensure that all troops have bank accounts and support compliance with GSNNJ Financial Accountability Policy.
- Conflicts:** Create an atmosphere of tolerance, acceptance, and appreciation of differences. Address any issues in a respectful manner. Recommend to Council Staff volunteer appointment and/or release in accordance with GSNNJ's process for conflict resolution. Meet with the GSNNJ staff if requested to discuss any concerns within two (2) weeks.
- Partnerships and Recognitions:** Build community partnerships and promote the Girl Scout mission. Represent Girl Scouting positively to the community. Recognize SU Team Members and leaders for outstanding service at the Annual Meeting/Adult Recognition event. Secure SU Representatives as voting members to achieve quorum.

I understand that failure to meet the responsibilities and requirements above may result in immediate dismissal, temporary removal, or disqualification from the **SUM 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 the Service Unit Manager role.

Name (Please print) _____ Service Unit: _____

Service Unit Manager (SUM) Signature: _____ Date _____