



Purpose: The Leader will serve as a knowledgeable, positive and encouraging source of support directly to girls in a troop or group setting and enthusiastically engages them to put into practice the Girl Scout Promise and Law. This is an unpaid volunteer position.

Leader/Advisor Position Description/Agreement Form

I understand that as an unpaid volunteer Leader/Advisor, I play an essential role in the success of the Girl Scout Leadership Experience for the girls and families with whom I work. I understand that my attitudes, behavior, and responsibilities as a role model are important. I, therefore, agree to do the following:

1. I will behave in a manner that models the ideals and values of the GS Promise and Law. Will adhere to the Leader Code of Conduct and will comply with established policies and procedures.
2. Must be a registered GSUSA member and have a current and approved Criminal Background Check.
3. Complete required gsLearn training prior to attending New Leader Orientation.
4. Attend New Leader Orientation training as soon as possible after appointment.
5. Use and follow agreed-upon procedures, safety guidelines and become familiar with Safety Activity Checkpoints and Volunteer Essentials.
6. Ensure troop funds are used according to GSNNJ guidelines and follow GSNNJ financial policies including the submission of Annual Finance Report at the end of the year.
7. Review and become familiar with the required Forms and Volunteer Toolkit.
8. Secure completion of required forms by participating families.
9. Work with my Service Unit Team on a regular basis to fulfill my leadership responsibilities, seek the support of my service team when in need of problem solving, conflict resolution, program ideas and other resources to enhance my delivery of Girl Scouting.
10. Attend or send a representative to Service Unit Leader Meetings on a regular basis.
11. Obtain guidance and approval for all activities from my Service Unit Manager (or Troop Support Manager if no Service Unit Manager is appointed) as designated in Safety Activity Checkpoints.
12. Promote troop/group participation in Service Unit, troop, and Council-sponsored activities and events.
13. Encourage financial support of the Council through GSNNJ Product Programs and annual giving.
14. 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.
15. Meet with the Service Unit Manager and/or GSNNJ staff if requested to discuss concerns. within 2 weeks.
16. An individual may resign their appointed Service Unit volunteer role at any time. Identifying and implementing a succession plan will help ensure Troop success and continuity.

I understand that failure to comply with responsibilities and requirements outlined above will constitute grounds for immediate dismissal, temporary removal, or disqualification of the Leader role. I hereby agree to donate and offer my personal services and labor, free of charge, to GSNNJ. I understand and agree that I am not an employee of GSNNJ and am not entitled to any wages and/or benefits associated with my services. Reappointment is contingent on ability to perform key duties, successful completion of position responsibilities, and willingness to actively contribute to a positive organizational culture. Volunteers may be released at any time at the discretion of GSNNJ staff. GSNNJ will reserve the right to re-appoint a volunteer and holds the authority to take any other appropriate action deemed necessary.

Name (Please print) _____ **Service Unit:** _____

Leader Signature: _____ **Troop #:** _____

Date _____