

Service Unit Secretary



Summary

Assist your service unit team in providing the best possible Girl Scout Leadership Experience! You will attend local service unit meetings throughout the membership year, prepare meeting minutes, and share minutes with the Service Unit Business Chair for review prior to distribution.

In the absence of a Service Unit Business Chair, the Service Unit Secretary handles all service unit correspondence and performs administrative duties.

Appointment and Support

Service Unit Secretaries are appointed by Girl Scouts of Southwest Indiana (GSSI) staff and are asked to fulfill a one-year renewable term. They work directly with the Service Unit Business Chair throughout the membership year. Additional Staff members are also available for direct assistance as needed.

Benefits

Develop and strengthen transferable skills like written communication and teamwork. Expand your professional network by meeting other Girl Scouts and cultivating new relationships. Gain experience while earning volunteer service hours and recognition. Have fun and make the world a better place!

Time Commitment

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
*	**	*	**	*	**	*	**	*	*	*	**

*** = High Activity ** = Medium Activity * = Low Activity

Responsibilities

- Attend all service unit meetings and document meeting minutes
- Distribute meeting minutes to all volunteers
- Administrative duties as communicated by the Service Unit Business Chair or GSSI staff
- Stay up to date on all GSUSA and GSSI policies, procedures, and guidelines
- Recruit and empower fellow service unit team members and volunteers

Core Competencies

- Written communication skills
- Attention to detail
- Ability to meet deadlines and complete tasks in a timely manner
- Administrative and organizational skills
- Ability to use technology
- Integrity