

Service Unit Registrar Position Description and Agreement

POSITION ACCOUNTABLE TO: Membership Specialist

TERM OF OFFICE: One (1) year, subject to performance review and re-appointment.

FUNCTION: Gather, organize and process service unit membership registrations to the Council.

ACCOUNTABILITIES:

1. Distribute pre-printed (and blank) membership registration packets (forms) to current (or potential) members within the service unit.
2. Provide training to adult leadership on completion of membership forms.
3. Responsible for processing all service unit membership registrations, using the guidelines outlined at the Council-sponsored service team workshop. Initial fall registrations processed and submitted to the Council by November 1. Additional registrations processed and submitted on a monthly basis.
4. Maintain, for the service unit, files of the troops or individual members registered in the service unit.
5. Receive, verify, and distribute GSUSA membership cards to troops registered in the service unit.
6. Attend monthly service team and service unit meetings.
7. Perform other duties for the service unit as determined.

QUALIFICATIONS:

1. Ability to understand and follow the membership registration process established by the Council.
2. Excellent organizational skills.
3. Good oral and written communication skills.
4. Must be willing to work with ALL people regardless of race, color, religion, sex, age, marital status, national origin, disability, or receipt of public assistance.

SERVICE UNIT REGISTRAR

I have read my position description and I accept the responsibility of serving as a Service Unit Registrar in Girl Scouts – Homestead Council during the current year (June 1st – May 31st). I will do my best to serve in this capacity.

Signature

Date

SU #: 6 _____

Address: _____

City/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

I am Currently Registered as an Adult Member of Girl Scouts: [] Yes [] No

As Service Unit Registrar, I will work on accomplishing the following three personal goals:

1. _____

2. _____

3. _____

NOTE: A copy of this signed form will be returned to you.

Membership Specialist

Date

Director of Membership and Program

Date

Equal Opportunity Organization – Committed to Diversity