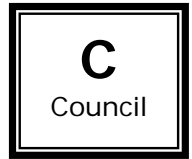




Girl Scouts-Wilderness Road Council  
Volunteer Position Description



Name: \_\_\_\_\_

Service Unit: \_\_\_\_\_

**Position Title:** Secretary

**Reports To:** Service Unit Manager

**Term of Appointment:** One year. Renewable annually.

**Position Summary:** Responsible for maintaining an accurate written account of every service unit/business meeting.

**Duties and Responsibilities:**

1. Receive training for the position.
2. Attend Service Unit meetings on a regular basis, to become familiar with membership.
3. Maintain an accurate written account of every service unit meeting.
4. Give an oral report of the previous meeting for possible addendums and corrections.
5. Maintain a record of the numerous committees and their members.
6. Must communicate and when possible support the council's efforts to secure financial goals through adult generated fund raising opportunities.

**Qualifications:**

1. Believe in the aims and purposes of the Girl Scout movement.
2. Follow the guidelines established in *Safety-Wise* and the *Blue Book of Basic Documents*.
3. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
4. Be able to work with adults and to delegate and share authority.
5. Be able to meet deadlines and responsibilities, and to maintain confidentiality.
6. Take and update training for the position.

**Time:** 1-2 hours per month.

**I understand and agree to the duties, responsibilities and qualifications of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**