
 **Headquarters
Billings Service Center**
2303 Grand Avenue
Billings, MT 59102

 **Casper Service Center**
501 North Sun Drive
Casper, WY 82609

 **Great Falls Service Center**
4930 Ninth Avenue South
Great Falls, MT 59405

800.736.5243 ♦ www.gsmw.org

Service Unit Team Position: Secretary

The Service Unit Secretary records the minutes of the Service Unit meeting and disseminates them as requested by the Service Unit Manager. This position may include other duties deemed necessary by the Service Unit such as communication to volunteers regarding meetings, programs, and special announcements through email, web posts, mailings and other similar correspondence.

Required Skills for Secretary:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position.
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling.
- Written communication skills and the ability to transpose thoughts into words effectively.
- Administrative ability including attention to detail, record-keeping, financial aptitude, accuracy.

Service Commitment: The Service Unit Manager will appoint the Service Unit Secretary for a one year renewable term in which she/he can expect to provide a minimum of 1-3 hours of service monthly depending on the needs of the Service Unit.

Supervision and Support: The Service Unit Secretary is appointed, supported by and accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the troop leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Be enthusiastic and positive in working with girls and their parents/guardians.
- Records detailed minutes of the Service Unit and team meetings.
- Submits a copy of the minutes to the Service Unit as requested by the Service Unit Manager.
- Submits a copy of the minutes to the Membership Manager before the next Service Unit meeting.
- Files minutes for Service Unit reference.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Secretary _____ **date** _____