

**Term:** 1 year

**Summary:** The Service Unit Recognition Chair position will coordinate the Service Unit's recognitions and nominations for the council. The individual in this position will gain an understanding of how and when to recognize adults.

**Appointed by and reports to:** Service Unit Manager, Volunteer Development Manager

**Support:** The Adult Recognition Chair will get full support, guidance, and encouragement from the council staff, Service Unit Manager and the Service Team.

**Responsibilities/Tasks:**

- Create a welcoming environment for volunteers at the service unit meeting
- Review Service Unit Adult Recognitions Guide with service unit members
- Encourage service unit members to nominate qualified individuals for awards
- Review all paperwork for nominations for accuracy
- Submit completed paperwork by deadlines
- Attend the council annual Adult Recognition event
- Recognize volunteers at meetings throughout the year
- Administer the Service Unit budget allocation for recognition
- Promote national and local recognitions and days and assure "special" days are incorporated (i.e., Investiture/Rededication)
- Make time to get to know adults in volunteer positions
- Plan a year-end Service Unit Recognition Event
- Attend service unit and service team meetings

**Core Competencies—Required:**

- Personal integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures

Volunteer Agreement:

Signature of Service Unit Recognition Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_