

Term: 1 year

Summary: The Service Unit Registrar is responsible for informing leaders, answering questions, collecting registrations, checking over registrations and submitting completed membership registrations for the geographic area to the council Registrar. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

Appointed by and reports to: Service Unit Manager and assigned council Registrar

Support: The Service Unit Registrar will get full support, guidance, and encouragement from the council staff and the Service Unit.

Responsibilities/Tasks:

- Educate service team members and leaders in the correct completion of all membership registration materials
- Distribute registration materials
- Check troop registration forms for accuracy, appropriate numbers of girls and adults, consent forms, membership dues, and receipt of all monies received
- Resolve difficulties with troops on the registration process
- Properly initial and bring or send the correct registration forms to the Girl Scout Service Center, with membership dues summary by the on-time registration date and continue to register all troops in the service unit
- Maintain and update troop registration information on all members and update records as needed using appropriate forms
- Deposit or turn in registration dues as assigned
- Develop and prepare the service unit roster for the service unit
- Review provided, quarterly active membership list including IRGs
- Attend service unit meetings to help leaders with registration and collect registration materials
- Attend learning opportunities as required
- Attend 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/written communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Basic math skills including addition, subtraction, multiplication and division
- Organizational Skills including attention to detail
- Time and willingness to carry out the responsibilities of the position
- Understanding of basic spreadsheets
- 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 Registrar _____ Date _____

Signature of Service Unit Manager _____ Date _____