

Volunteer Position Description Troop Product Chair

Term: A one-year term that is renewable upon a mutual agreement between the volunteer and council staff.

Summary: The Product Program Chair organizes and oversees both product programs throughout the year to include girl-led decisions.

Reports to: Service Unit Fall Product Coordinator and Service Unit Cookie Coordinator

Support: Service Unit Team, Product Program Manager

Benefits:

- Strengthen Leadership Skills
- Increase Management Skills
- Enhance Business Skills

Responsibilities:

- Promote participation in GSNI's Fall Product and Girl Scout Cookie Programs and ensure final payment is made to GSNI.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI.
- Attend service unit volunteer meetings regularly and ensure troop representation.
- Coordinate with supporting Fall Product and Girl Scout Cookie Program volunteers on:
 - Fall Product Sales (Troop online portal & offline catalogs)
 - Cookie Program Sales (Troop online portal & offline catalogs)
 - Honor Troop Requirements

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Experience in education and/or adult education is a plus.
- Must ensure that all drivers for girls are safe, licensed, insured, and at least 21 years of age.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) background check on file.
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.