

## Volunteer Position Description/Agreement Troop Fall Product Chair

**Term:** A one-year term that is renewable upon successful completions of a year-end review.

**Summary:** The Troop Fall Product Chair organizes and oversees the Fall Product Program throughout the year to include girl-led decisions.

**Reports to:** Service Unit Fall Product Program Coordinator

**Support:** Service Unit Team, Product Program Department

**Benefits:**

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

**Responsibilities:**

- Promote participation of Girl Scouts in the Fall Product Program. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required trainings for each program season annually.
- Plan, organize and implement Fall Product Program for troop. Complete requirements by deadlines.
- Communicate program details, procedures, and deadlines to girls and parents/care givers in troop.
- Keep accurate product inventory and financial records. Utilize receipts when distributing or collecting product or money.
- Understand financial transactions in M2OS online selling systems. Collect cash and checks from girls for in-person transactions and deposit in troop account in preparation for payment to council through ACH sweep.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI. Provide receipts and financial records to Troop Administrator at the end of the program.
- Pick up the nut and chocolate orders from volunteer Service Unit Fall Product Program Coordinator and distribute to the girls in your troop; parent signature required. Remind girls to distribute to customers in a timely manner.
- Pick up rewards from the Service Unit Fall Product Program Coordinator and distribute to girls earning in the troop.
- Attend service unit volunteer meetings regularly and ensure troop representation.

**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 the 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 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.

Troop # \_\_\_\_\_ Level \_\_\_\_\_ Service Unit \_\_\_\_\_

Number of Girls in Troop \_\_\_\_\_ Number of Girls Participating in the Sale \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**As a Troop Fall Product Chair, I agree to the above responsibilities.**

Signed \_\_\_\_\_ Date \_\_\_\_\_