



Volunteer Position Description Service Unit Recognition Chair

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

Summary: The Service Unit Recognition Chair is responsible for coordinating the service unit's recognitions and nominations for the council.

Reports to: Service Unit Manager and Member Support Specialist

Responsibilities:

- Promote national and local recognitions and, assure that "special" days are incorporated (i.e., investiture/rededication).
- Work with Service Unit Treasurer throughout the year to budget allocation for recognition.
- Encourage and promote service unit members to nominate qualified individuals for awards.
- Review all nomination paperwork with Girl Scouts of Northern Illinois (GSNI) Recognition Committee for accuracy.
- Recognize volunteers at meetings throughout the year.
- Work with service unit team to recognize girl achievements.
- Work with service unit team to plan a year-end service unit recognition event, including highest awards.
- Attend and promote the annual adult recognition event.
- Attend service team and service unit meetings.
- Remain informed about, comply with, and communicate the most current policies, procedures, and guidelines of GSNI and Girl Scouts of the USA (GSUSA).

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 Communication** - Express ideas and facts clearly, concisely, and accurately.
- **Foster Diversity** - Understand, respect, and embrace differences.
- **Computer skills** – Access to email 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.
- Must be or become a registered member of GSUSA and have a GSNI background check on file.
- Must accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures.
- Must complete required self-paced training assigned and provided by GSNI and GSUSA.