

Service Unit Registrar

This position description is a guide to utilize as an aid for what best fits your service unit. GSNI understands service units differ and trust your team will customize these responsibilities to best serve your members.

The Service Unit Registrar is the member matchmaker! They connect new members to troops and each other. By working with the Service Unit Team and the Membership Engagement Specialist (MES), they help grow the service unit membership.

The Registrar assists the service unit by:

- ◆ *Placing new members into the appropriate troop*
 - Maintain a report with the service unit troops' details.
 - Remind leaders to keep all troop information updated.
- ◆ *Retaining youth and adult members to achieve membership renewal goals set by GSNI*
 - Promote individual, troop, and service unit incentives.
 - Contact troops and/or Juliettes who have not renewed.
 - Assist disbanding troops and/or direct them to GSNI resources.
- ◆ *Growing the service unit by adding new youth and adult members to achieve new membership goals set by GSNI*
 - Coordinate with the team to host Girl Scout information tables at school and community events.
 - Connect and follow up with interested families.
 - Plan events and opportunities to register youth and find volunteers.
- ◆ *Following the Girl Scout Promise and Law*

The Registrar position is essential to the continued success of the service unit and GSNI. We would like you to fill the position for a minimum of one year, but we hope to have you part of the team for longer. At any time, a volunteer may be appointed to another Girl Scout position, removed from a position, or may resign.

Thank you for volunteering! The Girl Scout Movement is only possible with amazing individuals like you!

Print Name _____

Date _____

Signature _____