

Volunteer Position Description/Agreement Troop Product Program Chair

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

Summary: The Troop Product Program Chair organizes and oversees the Fall Product and/or Cookie Programs throughout the year to include Girl Scout-led decisions.

Reports to: Service Unit Fall Product Program Coordinator and/or Service Unit Cookie 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 and/or Cookie Programs. Encourage understanding of benefits of program participation, including practical life skills, financial literacy, and entrepreneurial mindset.
- Complete required trainings. Plan, organize and implement Fall Product and/or Cookie Programs for troop.
- Complete requirements by deadlines.
- Keep accurate product inventory and financial records.
- Understand financial transactions in online selling systems (M2OS or Digital Cookie). Collect cash and checks from Girl Scouts 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.
- Attend service unit volunteer meetings regularly and ensure troop representation.
- Manage Part-Time Volunteer roles within the troop.
 - Troop Cookie Chair
 - Troop Fall Product Chair
 - Part-Time Cookie Booth Chaperone
 - Part-Time Troop Driver
 - First Aider

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 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 Product Program Chair—Printed Name

Signature _____
Date _____

Service Unit Manager

Signature _____

Date _____