

## Volunteer Position Description

**Position:** Registrar

**Accountable to:** Service Unit Manager

**Term:** No less than one year and no more than three years, with annual appointment

**Summary:** Ensure all girls and adults are registered for the current membership year

### Accountabilities

- ❖ Attend service team conference and annual training
- ❖ Maintain service unit troop roster, including meeting locations, contact information and number of girls and adults in each troop in partnership with membership campaign manager and placement coordinator
- ❖ Attend recruitment events; assisting with recruitment and troop placement in partnership with membership campaign manager and community troop organizer and placement coordinator
- ❖ Provide up-to-date girl and troop information to service team
- ❖ Ensure all individually registered Girl Scouts (Juliettes) are included in all service unit communications
- ❖ Ensure troops are accurately registered on time with appropriate leadership
- ❖ Encourage troop leaders to display troops in catalog, stressing accuracy of information and remaining open until a minimum of 12 girls are placed in troops
- ❖ Welcome, greet and introduce new volunteers at service unit meetings
- ❖ Assist new and existing volunteers in navigating the MYGS platform
- ❖ Promote spring and on-time renewal membership campaigns as well as yearlong recruitment
- ❖ Follow up with troops who have not renewed their membership by November 1
- ❖ Proactively identify troops that may disband and work in partnership with membership staff to help all girls wanting to continue are placed in existing troops
- ❖ Positively promote and represent Girl Scouts locally within your community.
- ❖ Utilize all technology and Girl Scout platforms to analyze and present accurate membership data
- ❖ Annually sign the non-disclosure agreement to ensure membership information is secure and details are used solely for Girl Scout purposes

### Requirements

- ❖ Be a registered volunteer of the Girl Scouts of the USA
- ❖ Understand and promote the principles of the Girl Scout Leadership Experience and abide by the Girl Scout Promise and Law
- ❖ Follow GSUSA and Girl Scouts of Central Indiana policies and procedures
- ❖ Opt-in to emails from GSUSA and Girl Scouts of Central Indiana
- ❖ Participate as a service team member and attend meetings
- ❖ Work positively with other adult volunteers
- ❖ Possess skills to plan, organize and direct
- ❖ Strong computer skills; knowledge of Excel

### Evaluation

- ❖ Evaluated and appointed annually by service unit manager