

Girl Scout Area Secretary Position Description

Appointment/accountability:

Appointed by, and accountable to, the area manager to keep accurate records of area meetings and activities.

Term of appointment:

One-year appointment generally concurrent with the membership year, October 1 through September 30.
Recommended term limit: 5 years.

Responsibilities:

1. Take minutes at all area management team and area meetings, make copies available or email minutes to area management members and troop leaders.
2. Notify leaders, area management team members and membership specialist of meetings.
3. Keep area records.
4. Coordinate correspondence including thank you notes to community members and organizations on behalf of the area.
5. Adhere to Girl Scouts USA (GSUSA) and Girl Scouts Heart of Michigan (GSHOM) policies, standards and practices.

Qualifications:

- Accepts principles and beliefs of GSUSA and GSHOM.
- Is a registered member of GSUSA.
- Is organized, timely and has excellent written communication skills.
- Access to a computer and email.

Benefits to volunteer:

Volunteers in this position will gain experience (1) working cooperatively with other adults, (2) setting goals and developing action plans to meet those goals, (3) developing and practicing communication skills.