

100th Anniversary Alumnae Committee Chair Volunteer Position Description

POSITION: 100th Anniversary Alumnae Committee Chair

SUMMARY: Serve as the chair of the 100th Anniversary Alumnae Committee. Oversee and help execute the planning and execution of 100th Anniversary alumnae initiatives and other council activities, including regional alumnae receptions, alumnae story corps, events and programs. Direct Alumnae Committee Service Unit Liaisons and Volunteers.

REPORTS TO: 100th Anniversary Coordinator and council Outcomes Manager

TERM: Present – December 31, 2012

RESPONSIBILITIES:

- Promote council 100th Anniversary events, activities and volunteer opportunities to alumnae, volunteers, and girls.
- Help coordinate 100th Anniversary alumnae activities.
- Manage 100th Anniversary Alumnae Committee budget, submitting monthly reports to 100th Anniversary Coordinator.
- Recruit and engage alumnae to assist with and participate in 100th Anniversary activities.
- Communicate celebration activities/ideas to the Alumnae Committee.
- Consistently communicate with council staff, girls and volunteers throughout term of appointment.
- Recruit potential 100th Anniversary volunteers for Alumnae Committee.

QUALIFICATIONS:

- Be available to conduct Alumnae Committee meetings.
- Responsible and capable of working independently, making sound decisions
- Accessible to council staff, other volunteers and girls.
- Familiarity with local community and opportunities for Girl Scouts 100th Anniversary visibility, involvement and activities.
- Knowledge of Girl Scouting, former Girl Scout
- Member of Girl Scouts Alumnae Association.
- Good communication skills (verbal and written).