

**100<sup>th</sup> Anniversary Girl Program Committee Chair  
Volunteer Position Description**

**POSITION:** 100<sup>th</sup> Anniversary **Girl Program Committee Chair**

**SUMMARY:** Serve as the chair of the 100th Anniversary **Girl Program Committee**. Serve on the 100th Anniversary **Girl Program Committee** and assist in the planning and execution of 100th Anniversary initiatives for girl members. Coordinate activities of service units by working with service unit liaisons for the Girl Program Committee. Direct Girl Program Committee Service Unit Liaisons and Volunteers.

**REPORTS TO:** 100<sup>th</sup> Anniversary Coordinator and Program Director

**TERM:** Present – December 31, 2012

**RESPONSIBILITIES:**

- Act as the Chair of the Girl Program Committee.
- Represent the Girl Program Committee at council 100<sup>th</sup> Anniversary committee meetings.
- Help execute the 100th Anniversary Girl Program plan, including service unit 100<sup>th</sup> anniversary activities (Forever Green projects, parades, community service projects, council events) .
- Act as liaison between the council 100th Anniversary Coordinator and the Girl Program Committee.
- Manage 100th Anniversary Girl Program Committee budget, submitting monthly reports to 100th Anniversary Coordinator.
- Consistently communicate with council staff and volunteers throughout term of appointment.
- Recruit potential 100th Anniversary volunteers for Girl Program Committee.
- Follow Girl Scout health, safety and program policies and procedures.

**QUALIFICATIONS:**

- Be available to attend conduct monthly Girl Program Committee meetings.
- Responsible and capable of working independently, making sound decisions.
- Accessible to committee members, council staff, other volunteers and girls.
- Familiarity with local community and opportunities for Girl Scouts 100th Anniversary visibility, involvement and activities.
- Current Girl Scout volunteer and member of a service unit.
- Knowledge of Girl Scouting.
- Good communication skills (verbal and written)
- Experience managing budgets, committees and volunteers