

Troop Leadership Position Description/Agreement

Purpose: To provide adult leadership for girls in carrying out the Girl Scout Program.

Accountability: Appointed by and accountable to the Service Unit Manager. Reviewed annually for reappointment.

Principal Duties: Each member of the leadership team should check the responsibilities that she/he will carry out. All responsibilities listed below should be assigned among the members of the leadership team. Some responsibilities will apply to all leaders.

Learning Opportunities:

- Policy:** Each new leader and at least one assistant leader are required to have an orientation given by authorized Council personnel before meeting with the troop for the first time.
- Standard:** At least one adult member of the troop, who had completed the orientation to Girl Scouts, should take grade level learning. Learning opportunities should be completed within three (3) months of completion of orientation.
- Attend progression, specialty, and enrichment courses as needed/required in support of ongoing program activities.

Program:

- See that each girl has an opportunity for personal development by adapting activities to match the diverse interests and needs of each girl member.
- Develop balanced troop program plans and a budget, in partnership with the girls, using current GSUSA and Girl Scouts of Texas Oklahoma Plains program resources.
- Ensure that the troop has the opportunity to plan and carry out service projects which benefit others.

Troop Administration:

- Register the troop on time.
- Schedule and meet regularly with the girls at a time and place suitable to both girls and parents/guardians.
- Form a troop committee comprised of other adults who will help carry out troop responsibilities.
- Protect the health and safety of troop members.
- Ensure that troop activities are carried out in accordance with GSUSA and Girl Scouts of Texas Oklahoma Plains policies, standards, and procedures.
- Maintain accurate troop records, such as individual girl and troop achievements and troop income and expenses.
- Submit the *Annual Troop Financial Report* on time.
- Communicate with parents/guardians, troop committee, and troop sponsor to keep them informed of the troop's progress, plans, and needs.
- Stay up-to-date on Girl Scout information by attending Service Unit Meetings, reading publications, and communicating with Service Team members.
- Inform the Service Unit Manager *immediately* in writing when resigning from the leadership team.
(NOTE: Only the SUM can disband troops.)

Qualifications:

- Be a positive role model for girls.
- Become a member of Girl Scouts of the USA.
- Subscribe to the Principles of the Girl Scout Movement; accept the Girl Scout Promise and the Girl Scout Law.
- Follow Girl Scout policies, standards, procedures, goals and objectives.
- Value and respect ethnic, religious, cultural, and socioeconomic diversity in individuals and groups.
- Be committed to the needs and interests of girls.

Term of Service: One year, October 1 – September 31.

Print name: _____ Troop # _____

Signature _____ Date _____

I accept this position (list position): _____

Appointed by: _____
Signature of Service Unit Manager _____ Date _____