



## Troop Committee Position Description/Agreement

**Purpose:** To provide support to the Troop Leadership Team and give service to the girls in the troop to ensure balanced program opportunities and girl satisfaction.

**Accountability:** Accountable to and partners with the Troop Leadership Team (Troop Leaders, Co-Leaders and Assistant Leaders).

**Principal Duties:** Each member of the Troop Committee should check the responsibilities that she/he will carry out. All responsibilities should be assigned among the members of the Troop Committee. Some responsibilities apply to all members.

- \_\_\_\_\_ Substitute when a member of the Troop Leadership Team is unable to attend a troop meeting.
- \_\_\_\_\_ Ensure continuity of the troop by recruiting troop leadership as needed.
- \_\_\_\_\_ Secure consultants and other adults who can share their skills with the troop.
- \_\_\_\_\_ Write and distribute a monthly newsletter for parents/guardians.
- \_\_\_\_\_ Make telephone calls.
- \_\_\_\_\_ Provide transportation for field trips and/or camping trips.
- \_\_\_\_\_ Assist with troop registration.
- \_\_\_\_\_ Maintain accurate troop records, such as individual girl and troop achievements.
- \_\_\_\_\_ Care for leader's children during troop meetings and activities.
- \_\_\_\_\_ Manage the troop Fall Product Sale.
- \_\_\_\_\_ Manage the troop Cookie Program and Sale.
- \_\_\_\_\_ Provide refreshments for troop meetings and activities.
- \_\_\_\_\_ Wordprocessing, and make copies for the troop.
- \_\_\_\_\_ Secure a sponsor for the troop.
- \_\_\_\_\_ Assist with troop program activities.
- \_\_\_\_\_ Be the troop's first-aider.\*
- \_\_\_\_\_ Be the troop's camping coordinator.\*
- \_\_\_\_\_ Share expertise, special interests, or hobbies:
 

_____ sewing, needlework	_____ cooking	_____ team sports
_____ arts & crafts	_____ computers	_____ photography
_____ games	_____ nature	_____ geology
_____ songs	_____ dance	_____ woodworking
_____ other _____		

\*Training required and provided by the Council.

### Qualifications:

- Become a member of Girl Scouts of the USA.
- Be a positive role model for girls.
- Be committed to the needs and interest of the girls.
- Subscribe to the principles of the Girl Scout Movement.
- Follow GSUSA and Girl Scouts of Texas Oklahoma Plains policies, standards, and procedures.

**Term of Service** – as needed, up to one year.

Print name in CAPITAL Letters: \_\_\_\_\_ Troop # \_\_\_\_\_

I accept this position: \_\_\_\_\_  
Signature Date

Address: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Appointed by: \_\_\_\_\_  
Signature of a member of the Troop Leadership Team Date