

Core Roles – Community Service Team

Community Treasurer

- Opens/maintains Community bank account in accordance with council policies and guidelines.
- Collects and disburses funds as needed, including for all events.
- Keeps accurate records of Community finances and bank account.
- Prepares Community budget (due Aug. 1) with the help of Community Service Team. (F-450) and prepares all financial reports (F-450) (due May 31) for Community.

Community Financial Specialist(s)

- Receives and review all troop bank account records (F- 36) and reports (F-31).
- Instructs troop/group treasurers.
- Provides immediate reporting of any financial discrepancy to the auditing coordinator.

Community Product Sales Team Lead

- Develops and implements strategies for meeting Community product sales goals.
- Works with troop cookie managers, troop fall product managers, and troop managers to implement and evaluate cookie and fall product sales.

Community Communication Specialist(s)

- Facilitates internal communication and the bilateral flow of information between Council and Community level volunteers using a variety of communication vehicles.
- Manages Community's social media activity following Council guidelines.

Community Recruitment Team Lead

- Develops recruitment strategies that are Community specific.
- Recruits girls and adults at local public events and through networking opportunities.
- Determines site locations for recruitment and other events.
- Recruits team members to assist with all aspects of recruitment.
- Works with registration specialist(s) and organizer liaisons() and collaborates with the Community Engagement Manager (CEM) (staff).

Community Registration Specialist(s)

- Ensures members in Community are properly registered and coordinates with organizer liaison and Region registration specialist (for older IRGs).
- Tracks membership & maintain rosters.
- Serves as IRG coordinator.
- Connects IRGs with Region Communication Specialist for older girls not placed into troop(s).

Community Engagement Specialist(s)

- Promotes Girl Scout programs and opportunities in the Community.
- Identifies opportunities for girls to implement Take Action or service projects.
- Works with the MDT to develop partnerships with vendors and other community organizations to enhance girl program opportunities and assist in identifying venues for event locations and product sales needs.

Community Organizer Liaison(s)

- Organizes girls and adult volunteers into troops through online registration
- Liaises with the Community Engagement manager and troop leaders to post the online opportunity catalog for the Community.
- Coordinates with the Community Registration Specialist

Community Mentor Team Lead

- Recruits and trains Community mentors with council materials.
- Coordinates with recruitment team to ensure each new troop leadership team is assigned a mentor/coach.
- Ensures new volunteers are welcomed, oriented, and supported.
- Participates in assessment and reengagement process of all volunteers in community level

Troop Mentor(s)

- Ensures the assigned troop leadership team is welcomed, oriented and supported.
- Provides consistent contact with assigned volunteer(s) by phone, e-mail and/or face-to-face.
- Provides assistance at the first parent's meeting, and coaches and guides through various troop activities such as investiture, and utilization of the National Program Portfolio.

Community Café Team

- Plans, promotes, implements, and evaluates New Leader Cafés using Council-wide resources and templates.
- Plans, promotes, implements, and evaluates Community Cafés using Council-wide resources or local resources on topics of interest to Community volunteers.

Community Training Liaison(s)

- Connects new leadership team members to orientation and other training.
- Promotes training and enrichment events to the Community.

Community Volunteer Toolkit Wizard(s)

- Is a resource for leaders for the Volunteer Toolkit.
- Keeps up with changes and new features and informs users.

Community Girl Panel Advisor

- Recruits and supports girls who serve on girl panels.
- Supports adults working with Girl Planning Boards.

Auxiliary Roles – Community Team**Community Recognitions Team Lead**

- Ensures appropriate opportunities for volunteers from the Community to receive adult recognitions – at Council-wide, Region, or Community recognition events.
- Ensures appropriate forms for recommendations are completed and turned in on time.
- Maintains record of awards given to Community members.

Community Service Project/Take Action Organizer

- Organizes service project/take action projects for the Community.
- Serves as a resource to girls considering service or take action projects in their Community.
- Communicates service project/ take action opportunities and mentors troops and girls regarding service and take action projects.
- Connects Girl Scouts and service organizations at the community and troop levels.
- Collects and share photos and stories from Girl Scouts to promote the movement and to highlight girls' actions for internal and external audiences.

Community Event Team Lead

- Appoints and supports event chairs with appropriate training for Community events.
- Organizes and implement Community activities for girls based upon need and interest.

Community Girl Panel Member (girl)

- Serves as delegate of sorts to be the voice of what girls think and want at Community level (ex. Event interest, product sales incentives, etc.).
- Solicits input from other girls to keep Community volunteers informed of what girls find relevant.
- Identifies ways to engage girls at various ages in recruitment and retention efforts.
- Recruits, nominates and retains fellow Girl Panel Members.

Community Girl Planning Board Member (girl)

- Serves on Girl Planning Boards for specific events or programs to provide girl input and gain leadership skills.

Community Equipment Manager

- Develops and implements local procedures for managing inventory, housing and check out of equipment for a Community.

Community Scout House Manager

- Schedules reservations for the scout house and monitors usage.
- Enforces facility use procedures.
- Liaises with GSSJC facility staff to ensure maintenance and security of the scout house users and property, as well as maintenance.

Troop Leadership Roles – Community Team**Troop Leadership Team**

- Organizes fun, interactive, girl-led activities and engages girls in planning and decision-making to develop leadership skills through the National Program Portfolio.
- Keeps accurate registration, financial, and program records; submits troop financial reports as required by Council; communicates regularly with parents and troop leadership.

Troop Treasurer

- Opens/maintains troop bank accounts in accordance with council policies and procedures.
- Keeps accurate records of troop finances and bank accounts.
- Prepares all financial reports (F-31) due to the Community Financial Specialists by May 31.

Troop Cookie Manager

- Works with troop to plan and implement the Girl Scout cookie program, emphasizing the 5 Skills for Girls.
- Provides support, guidance to girls and adults in goal-setting and delivery of cookie sale.
- Coordinates cookie sale in partnership with Community product sales team to ensure proper procedures are followed.

Troop Fall Product Manager

- Works with troop to plan and implement the Girl Scout fall product program.
- Provides support and guidance to girls and adults in goal-setting and delivery of the fall product sale.
- Coordinates fall product sale in partnership with Community product sales team to ensure proper procedures are followed.