

SERVICE UNIT REGISTRAR

Volunteer Position

PURPOSE: Registration of service unit troops

RESPONSIBLE TO: Service unit manager and council registrar

APPOINTMENT: Appointed by the service unit manager for a one-year term, renewable

RESPONSIBILITIES:

- Explain registration forms when required
- Check troop registration forms for accuracy, appropriate numbers of girls and adults, consent forms, membership dues, and receipt all monies received
- Resolve any difficulties with troops on the registration process
- Properly initial and bring or send to the Girl Scout Center the correct registration forms with membership dues summary by the on-time registration date and continue to register all troops in the service unit
- Maintain and update troop registration files for a two-year period
- Maintain accurate registration information on all members, collect troop rosters and update records as needed using appropriate forms
- Deposit in assigned bank the membership dues and family partnership contributions
- Develop and prepare the service unit roster of all troops for the service unit manager
- Receive from the Girl Scout Center a quarterly active membership list and Juliettes (individually registered girls)
- Attend service unit meetings to help leaders with registration and collect registration materials
- Attend training or a refresher course as required

QUALIFICATIONS:

- Subscribes to the Girl Scout philosophy and registers as an adult member of Girl Scouts of the USA
- Time and willingness to carry out the responsibilities of the position
- Interest in and ability to work with people
- Enjoys organizing and maintaining files and working with them