

Volunteer Position Description: Service Unit Registrar

Summary: In partnership with GSNEO support staff, the Service Unit Registrar ensures girls and adults within the Service Unit are registered members. The Registrar is also responsible for maintaining accurate record-keeping within the service unit, explaining and promoting the use of the online registration process, and working with council staff to ensure all participants are approved, registered Girl Scout members.

Position supported by: the Service Unit Director (SUD), their Community Membership Executive (CME), and the Volunteer Support & Service Team. The Coordinator of Retention and Family Engagement Strategies provides subject matter expertise.

Responsibilities:

- Work with GSNEO staff to support member registration, retention, and troop support.
- Review Looker reports to ensure accurate membership data and troop information.
- Connect with troops to ensure all troops have at least two leadership volunteers, and troop data is accurate.
- Encourage troop leadership to utilize the Troop Changes Form and ensure all troop information is kept up to date.
- Encourage renewal of all members, especially during the Spring Renewal Campaign, including lapsed members.
- Educate members about the online registration and renewal process using their MyGS account.
- Communicate the benefits of a Lifetime Membership to graduating girls and young alumni 30 years old and younger.
- Ensure all members and families are aware of GSNEO's policy requiring all those who wish to participate in Girl Scout programs—including product sales—be registered members.
- Attend local, regional and GSNEO webinars, meetings, conferences and/or other scheduled events as appropriate to this role, including but not limited to GSNEO Kickoff, Mid-Year Meeting, monthly SU Team Meetings, etc.

Marketable skills and abilities:

- Data & Report Analysis
- Digital Organization
- Values Confidentiality
- Organizational Management
- Public Speaking
- Records Management

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This is an administrative role and must be approved to handle funds.
 - Agree to opt-in to receiving emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Tenure/Time:** 12 months, with the option to renew upon mutual agreement with & council staff. This role has a high time commitment (5-10 hours a month) throughout the entire membership year.
- **Required Training:** Service Unit Registrar Orientation and Service Team Learning Paths in gsLearn.
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- By accepting any volunteer position with Girl Scouts of North East Ohio, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scout Promise:

On my honor, I will try, to serve God* and my country, to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

*Members may substitute for the word God in accordance with their own spiritual beliefs.