

SERVICE UNIT DIRECTOR

Your Role as the Service Unit Director

As Service Unit Director, you are responsible for the overall operations of the Service Unit. You will be overseeing the functions performed by the Service Unit Team comprised of:

- Service Unit Treasurer
- Service Unit Registrar
- Service Unit Recruitment and Placement Coordinator
- Service Unit Events Coordinator
- Service Unit Cookie Manager
- Troop Coach

Position Description-Service Unit Director

Reports to: Staff Membership Representative

Term: One year, renewable

Estimated Time Commitment: Varies from ten (10) to fifteen (15) hours per month.

Responsibilities

- Accepts and supports national and local policies, standards and procedures and, through Service Unit Team members, sees that these are followed by troops in the Service Unit.
- Assists with recruiting volunteer Service Unit Team members.
- Prepares an annual Plan of Work for the Service Unit.
- Facilitates the election of Service Unit Team Delegates to attend the Annual Council Meeting.
- Facilitates effective Service Unit Team and Service Unit meetings. Creates meeting agendas and implements Service Unit Calendar.
- Ensures effective communication within the Service Unit including Service Unit Team members.
- Supervises and works cooperatively with all Service Unit Team members. Provides necessary assistance, support, and training to ensure position responsibilities are met.
- Creates necessary committees to accomplish Service Unit tasks and calendar events.
- Appoints leaders, co-leaders, and the Service Unit Team members.
- Manages the volunteer application process.
- Working with the Service Unit Treasurer, ensures procedures are followed in disbanding troops.
- Approves appropriate forms.
- Keeps up-to-date records, with the help of Service Unit Team members, on the status of the Service Unit and its individual troops.
- Attends Service Unit Director Meetings and/or meets regularly with Membership Representative.
- Reviews the Service Unit Annual Report.