



FALL PRODUCT PROGRAM **M2 SPECIALIST** Service Team Position Description

SUMMARY Collaborate with the Service Team Fall Product Program Manager to ensure that the Troop Fall Product Program Managers in the Service Unit are accurately entering information in to M2.

SUPPORTED BY Product Program Team and Member Support Executive

APPOINTMENT Appointed by the Member Service Executive and Service Team Fall Product Program Manager in partnership with the Product Program Team for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Ensure that all troops participating in the Fall Product Program have signed the Troop Product Manager Agreement Fall Product Program Form: Financial Contract and Program Commitment Requirements before given access to M2.
- » Work with the Fall Product Program Training Specialist to ensure that all Troop Fall Product Program Managers have been trained in M2.
- » Provide support and answer M2 questions from Troop Fall Product Program Managers.
- » Verify accurate troop product entries and troop reward entries in M2.
- » Verify and submit accurate Service Unit initial order in M2.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A FALL PRODUCT M2 SPECIALIST

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including Volunteer Essentials, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Fall Program training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.
- » Must be well trained and comfortable using M2; supplemental M2 training available through tutorials.
- » Must be detail oriented with advanced computer, financial, and technical skills. Candidate must check emails daily.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed above. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!