



# SERVICE TEAM REGISTRAR

## Service Team Position Description

**SUMMARY** To ensure girls and adults within the Service Unit are properly registered with GSACPC and that the Service Unit data reflected in Looker is accurate.

**SUPPORTED BY** Member Support Executive (MSE) and Member Placement Team

**APPOINTMENT** Appointed by MSE for one year; reappointment based on annual evaluation.

### RESPONSIBILITIES/DUTIES

- » Works with troops to ensure all active girls are registered members.
- » Follow up with troops who fail to register in a timely manner.
- » Review Looker reports to ensure that accurate data such as correct school, grade, and troop information.
- » Ensure that registered troops meet the minimum member requirements set forth by Council.
- » Support all volunteers in the adult registration process and policies.
- » Ensure all Troop Leaders have provided troop meeting details to Council.
- » Work with the MSE to manage disbanded, merged, or split troops.
- » Support and promote the Council Early Registration Incentive.
- » Communicate Council registration deadlines to all troops.
- » Collaborate with event volunteers to ensure that all girls and adults participating in Service Unit events are registered members.
- » Participate in the development and implementation of the Service Unit Plan of work.

### REQUIREMENTS AND QUALIFICATIONS TO BECOME A SERVICE TEAM REGISTRAR

- » 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 Service Unit Team Registrar training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Service Team Manager Service Team Position Description. 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!**