

TROOP LEADERSHIP ROLES

Troop Administrator: (~6 hrs/month)

- Registers the troop and renews memberships annually
- Serves as the main point of contact for council staff
- Reads and responds to communications from staff may including:
 - Requests for troop information
 - Meeting requests
 - Troop support conversations
 - Etc.
- Communicates date/time/locations of meetings and activities with parents
- Maintains girl participation records (i.e. attendance, awards received, badges earned)
- Obtains parent permission and council approval for activities and outings
- Coordinates with the Girl Program Mentor to update meeting information in the VTK
- Coordinates with all volunteers of the troop to ensure goals and duties are in place
- Attends Service Unit Meetings and communicate information to troop and troop team

Time commitments are based on minimum estimations for a troop of 8-10 girls, meeting for an hour and a half on a bi-weekly basis. These suggestions may fluctuate for the individual troop.

Troop Leaders fulfill one or more of these roles.

Girl Program Mentor: (~8 hrs/month)

- Facilitates girl-led planning, preparation, and implementation of the Girl Scout Leadership Experience, utilizing resources including Journeys, the Girls Guide to Girl Scouting, and the Volunteer Toolkit
- Coordinates with other team members to organize outings and activities that align with the theme of the Journey or Badge

Product Sales Manager: (~10-12 hrs/month Oct-Nov & Feb-Apr)

- Organizes and carries out product sales
- Receive, organize, and distribute troop program materials, products, payments, and incentives
- Attends Financial Literacy program trainings
- Educates girls and parents in goal setting, safety, product, ordering, delivery, and responsibility.
- Ensures the Girl Program Mentor understands how to incorporate product program aspects into the badge earning activities
- Maintains contact with the Troop Administrator, Service Unit Product Manager, GSMW Product Sales Manager, and Volunteer Support Manager throughout the duration of the financial literacy program

Safety Specialist: (~4 hrs/month)

- Responsible for ensuring safety ratios are met for all meetings, activities, and outings
- Reviews Safety Activity Checkpoints for all planned or proposed activities and outings
- Serves as the designated first-aider or arranges for another first-aider to be present at all activities and outings
- Ensures that a first aid kit is always present and accessible
- Collects and maintains Health History Cards for all troop members
 - Submits all reports and balance due by the deadline