



**GIRL SCOUTS OF CONNECTICUT, INC.**  
340 Washington Street \* Hartford, CT 06106  
860-522-0163 or 1-800-922-2770 (CT Only)  
Fax: 860-548-0325 www.gsofct.org

## **VOLUNTEER POSITION DESCRIPTION**

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### **R E G I S T R A R**

**Appointed by and Accountable to:**  
**Term:**

Service Unit Manager  
One Year

**Purpose:**

- To ensure that all members within the Service Unit are correctly registered

**Qualifications:**

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Able to work as a member of the Service Unit Team in partnership with the Service Unit Manager
- Is flexible, thorough, and can demonstrate attention to detail in record-keeping abilities
- Is able to work with adults

**Duties and Responsibilities:**

- Takes initial and on-going training necessary to execute the duties of the position
- Is familiar with membership requirements and registration procedures as stated by GSUSA and GSOFACT
- Establishes goals and objectives with the Service Unit Manager and/or the Service Team
- Distributes computer printed and blank membership registration forms to current and prospective members within the Service Unit
- Works with Membership staff to obtain additional numbers for newly forming Troops/Groups
- Is informed about and complies with new programs and changes in GSOFACT's registration procedures including completion of all forms and due dates
- Instructs adult leadership on the proper completion of registration forms, collection of monies, deadlines, and the importance of registering all who work actively with the Troop/Group
- Receives completed membership registration forms from Troops/Groups/Individuals, reviews for accuracy, verifies receipt of annual membership dues and donations, and forwards forms to local Council Service Center in a timely manner
  - Maintains Service Unit copies as per GSOFACT established procedures
- Promotes Early Bird Registration in the spring
- Works with Service Team to ensure that all girls and adults are currently registered prior to participating in any Girl Scout Program, including Product Sales
- Attends Service Unit and Service Team meetings to provide current membership data and assist in the analysis and development of Service Unit membership strategies
- Maintains accurate Troop/Group roster for use of Service Unit and GSOFACT
- Participates in performance evaluation with Service Unit Manager