

VOLUNTEER POSITION: **TROOP LEADER/CO-LEADER/ASSISTANT LEADER**
APPOINTED BY: Neighborhood Administrator
TERM OF APPOINTMENT: One Year
PURPOSE: To provide leadership and program based on the ideals of Girl Scouting, for girls and adults involved with the troop/group.

QUALIFICATIONS:

Willingness to: support the ideas, goals and philosophy of the Girl Scout movement; register with the Girl Scout movement; complete application and references; agree to a criminal background check; participate in appropriate training courses; and work with a diverse membership. Able to: work cooperatively and harmoniously with girls and adults; show a genuine concern for the well being of girls; provide leadership and organization for the troop; and show patience, a sense of humor and fairness.

RESPONSIBILITIES TO GIRLS:

1. Agrees to meet with the troop on a regular basis.
2. Guides girls in planning and carrying out activities based on the Girl Scout program and appropriate to their interests and abilities.
3. Encourages girl decision making and leadership.
4. Stimulates girls to examine and understand the values expressed in the Girl Scout Promise and Law and to apply these in daily behavior.
5. Ensures that accurate troop treasury and related records are kept.
6. Encourages the troop to participate in wider-than-troop activities.
7. Consults **Safety-Wise** and follows GSUSA and SSGSC policies and standards in conducting girl activities.

RESPONSIBILITIES TO OTHER ADULTS:

1. Plans with co-leaders or assistants how responsibilities will be shared for each troop meeting.
2. Keeps parents informed of activities and of opportunities for them to provide help to the troop.
3. Recruits adults to form registered troop committee and consults troop committee.
4. Registers the girls and adults involved with the troop as members of SSGSC and GSUSA annually.
5. Keeps accurate records of troop finances and provides an end-of-year financial report to Spar and Spindle Girl Scout Council.
6. Attends Neighborhood leaders' meetings and Constituency meetings or ensures that another adult represents the troop at these meetings.
7. Meets periodically with the consultant to review and evaluate troop progress.
8. Reports and discusses any problems with the consultant or Neighborhood Administrator.
9. Returns troop materials to Consultant, Neighborhood Administrator or designated person at termination of leadership role.

TRAINING:

Getting Started as a Girl Scout Leader and Essentials of Troop Leadership

EVALUATION AND REAPPOINTMENT:

Evaluation will be done at least once during the year with the troop consultant. Reappointment is for one year at the recommendation of the troop consultant.