



**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 C O G N I T I O N S   C O M M I T T E E   C H A I R**

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

Service Unit Manager  
One Year

**Purpose:**

- To support the recognition of volunteers

**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 intent
- Is knowledgeable of GSOFACT's structure and program for girls
- Is knowledgeable of GSUSA and GSOFACT's recognition system and understands the importance of recognitions to membership retention
- Is willing to initiate effective communications to a wide variety of people and organizations.
- Maintains a positive attitude and enthusiastic demeanor

**Duties and Responsibilities:**

- Takes initial and ongoing training necessary to execute the duties of the position
- Maintains Service Unit records of awards and length of service
- Works with Service Unit Manager and/or other Recognition Committee members to ensure impartiality and inclusiveness in the recognition of volunteers
- Develops and implements a presentation to the Service Unit
- Solicits nominations from the Service Unit and/or works with committee to identify volunteers for recognition
- Offers guidance, feedback, and/or recommendations to support the recognition of volunteers
- Reviews nominations with the Service Unit Recognition Committee
- Submits nomination packet (s) to GSOFACT Adult Recognition Committee according to Council deadlines
- Plans and carries out Service Unit recognition of volunteers
- Participates in performance evaluation with Service Unit Manager