girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Alumnae Association Coordinating Board Assistant Chair**

Purpose of the role: Assists the Alumnae Association Coordinating Board Chair in fulfilling the function of the Alumnae Association Coordinating Board.

Accountability: Elected by the members of the Girl Scouts of Eastern Missouri (GSEM) Alumnae Association and accountable to the Alumnae Association Coordinating Board Chair.

Staff/Department: Senior Director Membership and Program Services/Adult Development

Terms of appointment: Two years or until a successor is elected. Term of office begins at the close of the Alumnae Association's Annual Meeting at which election is recorded.

Time Commitment: 1 hour per month

Responsibilities:

- Assumes the responsibilities of the Alumnae Association Coordinating Board Chair in his/her absence
- Attends and participates in Alumnae Association Coordinating Board Meetings as a voting member
- Assists the Alumnae Association Coordinating Board Chair in fulfilling all duties and responsibilities
- Performs such duties as may be assigned by the Alumnae Association Coordinating Board Chair

Requirements of the role:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Supports the Girl Scout Mission and direction of GSEM and the Girl Scout Leadership Experience
- Acquires knowledge of alumnae needs and problems through meetings, conferences and observation

Knowledge and skills required:

- Ability to work with adults
- Good communication skills
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting