

Service Unit Recognition Chair

Summary

The Recognition Chair cultivates an atmosphere of appreciation through formal and informal volunteer recognition within the Service Unit.

Term of Appointment

The Recognition Chair is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four years of service.

The Girl Scouts of Utah Council, in conjunction with the Service Unit Team, will perform an annual evaluation of each Service Unit Team member.¹

Support Team

- Service Unit Team
- Girl Scouts of Utah Council Staff
- Member Support for immediate issues at info@gsutah.org or 801-265-8472

Required Training

- Annual Leadership Summit

Responsibilities

Participate in the Service Unit Team

- Attend and actively participate in regular Service Unit meetings and annual Leadership Summit.
- Report to the Service Unit team on informal adult and girl recognition plans and formal nominations.
- Track years of service and previous nominations of all Service Unit volunteers.
- Determine what volunteer recognition will be provided to support the Service Unit annual plan and annual goals.
- Coordinate with the Service Unit Finance Representative to budget for recognition.
- Support other Service Unit Team members in accomplishing Service Unit goals.
- Attend the annual Recognition of Excellence event held by Council if any volunteer in the Service Unit receives a Council award.
- Lead by example.

Encourage a culture of appreciation

- Recruit and manage 2 to 4 people to serve on the recognition committee.
- Become familiar with the criteria and nomination process for GSUSA and Council adult recognitions awards.
- Become familiar with the criteria, process, and deadlines associated with the Bronze, Silver, and Gold awards.
- Support Girl Scouts of Utah formal recognition process with a goal of at least 3 Council adult nominations.
- Provide 3 or more informal opportunities to recognize all volunteers within the Service Unit.
- Provide Service Unit wide formal recognition opportunities for volunteers and girls.
- Educate members of the Service Unit about various types of awards for adults and the nomination process, including nomination deadlines.
- Encourage participation and submission of nominations annually.
- Follow all submission deadlines for Service Unit and Council level nominations.

Placement and Reappointment Process

The typical placement and reappointment process of Service Unit Team members will happen between the months of April and June.

- Interview with current Service Unit Director, Designated Service Unit Team members, and council staff member.
- Sign and agree to the position description and Service Unit Team agreement.
- Participate in Summer Leadership Summit Training.
- After first 6 months of service, meet with the Service Unit Team and designated Council staff member for a preliminary performance evaluation.

Qualification Requirements

- Current adult Girl Scout Member in good standing.ⁱⁱ
- Ability to keep accurate records.
- Willingness to work effectively with other team members.
- Ability to communicate in a professional manner.
- Enthusiasm and creativity for volunteer appreciation and recognition.

Recognition

Volunteers on the Service Unit Team play a fundamental role in supporting Girl Scouts and Girl Scout adults. As such, Service Unit Team members are highly valued and appreciated by the Girl Scouts of Utah Council and are eligible for various awards and recognition through local and Council wide events.

Benefits of Service

- Play an integral role in Girl Development.

- Connect to the legacy of Girl Scouts.
- Play an essential role in maintaining the longevity of Girl Scout volunteers.
- Gain skills in leading others and sustaining adult members.

ⁱ Evaluations will be based on fulfillment of responsibilities in this job description and “Volunteer Safety and Conduct Policies” in *Volunteer Essentials*.

ⁱⁱ To be a member in good standing, volunteers must be in good financial standing with no council debt, have submitted the Troop Financial Report by June 30th, and follow “Volunteer Safety and Conduct Policies” outlined in *Volunteer Essentials*.