



Volunteer Position Description: Communications Liaison

Purpose of this Position: To provide communication to volunteers in designated Service Unit, including use of email and Rallyhood and to share and promote GSSEM social media content.

Term of Appointment: Appointed for one year. Eligible for reappointment annually.

Supervised By: Service Unit Manager, Service Unit Support Specialist

Specific Responsibilities

- Assist Service Unit Manager with meeting reminders and notifications.
- Regularly post updates on events, meetings, minutes, etc. on the Service Unit's Rallyhood page.
- Like and follow GSSEM's social media (Facebook, Instagram, Twitter, etc.), and share relevant GSSEM content on Service Unit Rallyhood page.
- Maintain current knowledge of the GSSEM Social Media and Email Policies and Guidelines.

Requirements:

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to this position.
- Have no debt owed to GSSEM or its troops/groups.
- Energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

Agreement

I understand that this position is voluntary and that no payment is provided for this service. I also understand that, by not fulfilling the responsibilities or meeting the requirements of this position, I may be released from this volunteer role.