



**Volunteer Position Description:** Gold Award Committee Member

**Summary:** The Gold Award Committee advises and mentors girls in the planning, implementation, and documentation of Gold Award Take Action projects. As a volunteer member, you will work with the committee in the decision-making process for approving and awarding Gold Awards. Committee members act as a resource for Highest Awards in their community for both girls and leaders. The nature of this position requires the individual to provide both direct and indirect service to girls.

**Term of Appointment:** Gold Award Committee Members are appointed for a 2-year term that is renewable upon evaluation by the Highest Awards & College and Career Readiness Specialist

**Supervised By:** Highest Awards & College and Career Readiness Specialist

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**Specific Responsibilities**

- Regularly attend monthly committee meetings, virtually or in-person on the 3rd Thursday of every month-subject to change with holidays or GSSEM closures
- Adhere to all process and procedures put in place by GSSEM for the Highest Awards program
- Stay current on all requirements and standards for the Gold Award and Silver Award issued by GSSEM and GSUSA
- Participate in committee activities during time of appointment
  - Including participation in the preparation and assigned duties related to the annual Honors Ceremony
  - Facilitate Silver and/or Gold trainings for girls as needed, adhering to the standardized training outlines as provided by council staff
  - Support and advise individual Gold Award Girl Scout mentees throughout the project process offering guidance and feedback while also providing monthly updates to the committee
  - Actively review and comment on Gold Award proposals and final reports using the Gold Award Rubric while considering each project individually
- Communicate in a timely and professional manner with all Girl Scout staff, Gold Award Girl Scouts, and other volunteers in all forms of communication including but not limited to: email, telephone, text, and social media
- Assume responsibility for all forms, materials, supplies, and documentations
- Complete assigned committee tasks in a timely manner and meet set deadlines for tasks
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Promote Highest Awards in-person and online during information sessions, open houses, etc. Promote the initiative, provide guidance about the processes, and answer questions.
- Report any relationships and potential conflicts of interest with Award Candidates to the Highest Awards & College and Career Readiness Specialist

**Qualifications**

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility. Serve as a positive example

- Oral and written communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Knowledge of or willingness to learn Highest Awards requirements, and council policies and procedures relating
- Computer skills: Access email and the internet
- Additional requirements
  - Be a currently registered member of GSSEM with a current background check on file

**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.