

District Manager Role Description and Acknowledgment

Purpose: To lead and support the District Service Team and neighborhoods in the district ensuring all members are provided with a quality Girl Scout experience. The District Manager serves as a role model to positively promote Girl Scouts of Eastern Missouri

Accountability: Appointed by and accountable to the Field Committee Chair and the Community Engagement Manager

Department: Membership Development and Support

Term: Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the Field Committee Chair and Community Engagement Manager

Time Commitment: Approximately 20 hours per month

Responsibilities:

- Schedule, plan and facilitate no less than (4) Field Committee District Service Team meetings per year and delivers pertinent information to the team members
- Communicate regularly with the District Service Team and the Community Engagement Manager to address the needs, concerns and conflicts of the district via live media
- Participate as a member of the Representative Assembly
- Serve as the liaison between the Field Committee and the District Service Team
- Attend Field Committee meetings and inform members of the plans, progress and concerns of the district
- Recruit, supervise, train and recognize members of the District Service Team
- Monitor the financial activity of the district in partnership with the District Treasurer
- Coordinate the initiatives of each neighborhood in the district
- Attend Neighborhood Association meetings as needed
- Manage vacancies on the District Service Team, including manager vacancies
- Ensure consistent, quality programming opportunities are offered throughout the district
- Follow and uphold all GSUSA and Girl Scouts of Eastern Missouri policies, standards and procedures
- Recruitment efforts

Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, supervise adults, accomplish tasks through delegation, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Knowledge of the Girl Scout Program, *Safety Activity Checkpoints*, *Volunteer Essentials*, and Council by-laws

- Access to a computer and the internet and is able to use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required

- New Troop Leader Training
- Troop Money Management
- Orientation for Neighborhood Managers
- District Manager Orientation

Acknowledgment of Role Description

I, _____, have read, understand and agree to fulfill the responsibilities as described in the above District Manager role description for only two consecutive program years after which time an evaluation will determine reappointment.

District Manager Signature

Date