

Field Committee Vice Chair Role Description

Purpose: To lead and support the Field Committee in alignment with the Girl Scout Promise, Law and mission to build girls of courage, confidence and character, who make the world a better place. Work collectively with the volunteer support community and Girl Scouts of Eastern Missouri to ensure positive experiences for all members. The Field Committee Vice Chair serves as a role model to positively promote Girl Scouts of Eastern Missouri

Accountability: Field Committee Chair and Chief Membership and Marketing Officer

Term:

- Selection occurs after an application process.
- Two-year term
- Onboarding Effort- Goal to have upcoming/ replacement Chair selected and sworn in at Annual GSEM meeting (March timeframe) with an estimated 3-month shadowing of out-going Chair.
- Goal to have a new Vice Chair take over in full by June 1 for their two -year term.
- May serve up to two consecutive terms in a row, followed by a minimum of a one-year break. For non-consecutive terms, one must have completed one full first term (two full years).

Time Commitment:

- Approximately 20 hours per month with additional time commitments depending upon Girl Scout Season (i.e., Fall Recruitment, Cookie Season, etc.)

Responsibilities:

- Serve as a model for the Girl Scout mission- be in good standing with Girl Scouts of Eastern Missouri
- To act as the Chair of the Field Committee (Chair), either in the absence of the Chair or as requested by the Chair, and to carry out additional leadership duties relating to the functioning, responsibilities, and effectiveness of the Field Committee (FC).
- In coordination with the Field Committee Chair, assist with the scheduling, planning and facilitating regular Field Committee meetings. Deliver pertinent information (i.e. plans, progress and concerns of the Council) to the Service Unit team members and support Service Unit discussions, process improvement and policy.

- Provide support and training guidance for all new incoming District Managers; ensure structure present for DMs to train/support NH Mgrs.
- Attend District meetings as needed
- Work to support Community Engagement Managers' efforts to manage/support District Manager vacancies
- Promote quality programming opportunities offered throughout the Council jurisdiction
- Follow and uphold all GSUSA and Girl Scouts of Eastern Missouri policies, standards and procedures
- Perform other responsibilities as delegated by the Chair or the council staff point of contact.

Qualifications:

- Meet GSUSA adult membership requirements--be an active member with an eligible background check.
- 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, organize, delegate and accomplish tasks in a timely manner.
- Capacity to serve as an example when communicating and motivating others, as well as resolving conflict and providing input tactfully.
- Have a working knowledge of the volunteer support programs and training (i.e Safety Activity Checkpoints, Volunteer Essentials, and Council by-laws, etc.)
- Have ready access to a computer and the internet and is able to use technology to communicate, process information and maintain records
- Must have demonstrated and relatable experience involving leadership, management and team oversight.
- Candidates cannot simultaneously hold a Service Unit District or NH Manager Role, while serving as Field Committee Chair. Candidates can help with events and be a troop leader.

Training Required:

- Girl Scouting 101
- Introduction to Girl Scouting
- Welcome to Eastern Missouri
- Girl Scouts Child Abuse and Neglect Prevention (45 minutes) – renew every year
- Missouri Child Abuse & Neglect Mandated Reporter Training (2+ hours) – renew every two years
- Complete additional training as needed in support of improved understanding of Girl Scout programming, volunteer training, etc