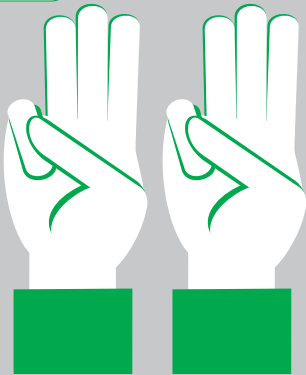




**TROOP
LEADER**

TROOP LEADER

- **Approx. 4-6 Hours Per Month**
- COMPLETE LEADER STEPS
- Coordinate Troop Meetings
- Plan Calendar, Activities and Field Trips
- Assemble Troop Committee
- Agree to Term of Appointment for Troop Leader Position
- Attend monthly SU Leader Meetings or assign a representative
- Promote Girl Scout Leadership Experience opportunity and diversity
- Support/promote council and service unit programs/events
- Maintain open communication among Troop Committee & Parents
- Support council and service unit programs/events
- Create a positive and healthy environment
- Support Troop Committee as needed



**CO-TROOP
LEADER**

CO-TROOP LEADER

- **Approx. 4-6 Hours Per Month**
- COMPLETE LEADER STEPS
- Coordinate Troop Meetings
- Plan Calendar, Activities and Field Trips
- Assemble Troop Committee
- Agree to Term of Appointment for Troop Leader Position
- Attend monthly SU Leader Meetings or assign a representative
- Promote Girl Scout Leadership Experience opportunity and diversity
- Support/promote council and service unit programs/events
- Maintain open communication among Troop Committee & Parents
- Support council and service unit programs/events
- Create a positive and healthy environment
- Support Troop Committee as needed



SECRETARY

SECRETARY

- **Approx. 4-5 Hours Per Month**
- COMPLETE LEADER STEPS
- Responsible for communication among the troop
- Send out invites, reminders, calendars, emails, social media, etc.
- Takes notes at meetings
- Promote Girl Scout Leadership Experience and diversity
- Support council and service unit programs/events
- Create a positive, diverse and healthy environment
- Support Troop Committee as needed



**OUTDOOR
CHAIR**

OUTDOOR CHAIR

- **Occasional - As Planned**
- COMPLETE LEADER STEPS
- Work with Leaders on Planning of outdoor activities in compliance with Girl Scout Safety Guidelines
- Responsible for completion of required training for outdoor events
- Support council and service unit programs/events
- Create a positive, diverse and healthy environment
- Support Troop Committee as needed



**FALL PROUCT
SALE CHAIR**

FALL PRODUCT CHAIR

- **(SEASONAL) Approx. 4-6 Hours Per Month**
- COMPLETE LEADER STEPS
- Attend council product training
- Responsible for collection of orders from troops and ordering product
- Coordinates product pick up and distribution
- Maintain receipt book for product
- Promote Girl Scout Leadership Experience opportunity and diversity
- Update product reports and order incentives
- Support council and service unit programs/events
- Create a positive, diverse and healthy environment
- Support Troop Committee as needed



TREASURER

TREASURER

- **Approx. 3-4 Hours Per Month**
- COMPLETE LEADER STEPS
- Maintain accurate troop banking account records
- Responsible for collection of receipts and reimbursements
- Comply with with the set guidelines for troop banking
- Review/Audit bank statements
- Complete and submitting Troop End Report
- Complete Troop Fundraising Reports for approval, maintain records
- Promote Girl Scout Leadership Experience opportunity and diversity
- Support council and service unit programs/events
- Support Troop Committee as needed



**COOKIE SALE
CHAIR**

COOKIE SALE CHAIR

- **(SEASONAL) Approx. 4-6 Hours Per Month**
- COMPLETE LEADER STEPS
- Attend council product training
- Coordinates product pick up for troop
- Responsible for collection of orders and ordering product
- Updates reports and orders incentives
- Promote Girl Scout Leadership Experience opportunity and diversity
- Support council and service unit programs/events
- Create a positive, diverse and healthy environment
- Support Troop Committee as needed