

## Service Unit Fall Product Sale Chair

**Summary:** The Service Unit Fall Product Sale Chair (SUFPS) is responsible for implementing and promoting the Fall Product Sale (FPS) within the service unit (SU) by leading service unit FPS trainings, communicating FPS information to the service unit, serving as liaison to the Product Sales Team, and educating volunteers on how to maximize the FPS Program for their girls. The nature of this position requires the individual to provide direct service to adults who manage their troop FPS sale within the service unit.

**Term of appointment:** Three-year term with a yearly review for reappointment. A new volunteer should shadow in the third year of the term. A volunteer may serve up to two terms (6 years).

**Supervision:** The Service Unit FPS Chair reports to the Service Unit Manager and Girl Scouts Heart of the Hudson (GSHH) Product Sales Team.

**Support:** The Service Unit FPS Chair receives support, guidance, and encouragement from the GSHH Product Sales Team. She or he has access to relevant learning opportunities and materials to prepare for and support this role.

### Responsibilities:

- Remains informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Heart of the Hudson and Girl Scouts of the USA (GSUSA).
- Acts as liaison between Troop Leaders and Council to ensure a successful FPS Sale.
- Attends GSHH trainings for SUFPS Chairs and understands all aspects of the sale.
- Shares information with SU as GSHH communicates new information and opportunities for Troops.
- Attends service unit meetings as applicable to the position (generally September-November).
- Holds training for Leaders and Troop FPS Chairs to explain the purpose, guidelines, and updates for the current year's FPS sale.
- Works with the SU to promote the FPS Program within the SU and in the surrounding community.
- Establishes deadlines for Troop FPS Chairs.
- Monitors, reviews, and submits the service unit order in the online Fall Product Sale system by established council deadline.
- Accepts delivery, receives product, and coordinates Troops and volunteers for product pick up.
- Distributes girl rewards to Troops in a timely manner.
- Ensure every girl has the opportunity to be part of the Fall Product Sale.
- Identify, develop and onboard a new adult volunteer for this role in the third year of the term.

### Qualifications and core Competencies – required:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interest and needs while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Modify one's own behavior and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.

- **Computer skills:** Access to e-mail and internet.
- **Additional Requirements:**
  - Be a currently registered Girl Scout member of GSUSA and active member of GSHH.
  - Behave in a manner consistent with the Girl Scout Mission, Promise, and Law.
  - Be at least 18 years old.
  - Have a council-approved volunteer application (may include application, background check non-disclosure agreement and references) on file.
  - Experience as a Girl Scout volunteer Troop Leader is preferred.
  - Experience with volunteer management/supervision, delegation and public speaking are a plus.