



**Girl Scouts of Eastern Oklahoma**  
**SERVICE UNIT MANAGER'S AGREEMENT**

The service unit manager is accountable for the health and welfare of Girl Scouting in the service unit. This Service Unit Manager's Agreement contains commitments to a quality leadership on a service unit level.

1. As the service unit manager, I will complete training and agree to the established terms.
2. I will manage a service team consisting of service unit recruitment team, troop organizers, troop consultants, and others as needed, and meet with them regularly to coordinate their work. This service team must be appropriately trained.
3. I will make certain all local and national Girl Scout policies are explained and interpreted.
4. I will attend retreats and conferences applicable to service unit managers, the Regional Town Hall Meetings and Council Annual Meeting or send a volunteer representative to relay the viewpoints of the service unit and report back to them.
5. I will hold at least seven leader meetings during the year at a time and place convenient for the majority of the leaders. The meetings should include training, program helps, sharing, council information, and service unit planning.
6. I will keep accurate service unit financial reports, complete reports by their deadlines, and have the proper signatures on checking accounts.
7. I will work with all leaders to fulfill the requirements on the Leader/Advisor Agreement and P.A.C.E. and do the necessary steps to facilitate their doing so.
8. I will encourage all leaders to ensure required troop leader training is met in a timely manner, including New Troop Leader Orientation, online training platforms, and other trainings as required.
9. I will encourage all leaders to ensure that all program offerings align to the GSLE by using Journey Books and *The Girl's Guide to Girl Scouting*, customized with additional local experiences. I will encourage all leaders and service team members to utilize the online Volunteer Toolkit.
10. I will utilize Looker, the online membership information system to analyze and ensure membership, background checks, troop ratio, and training data records are accurate.

11. I will strive to have a service team that reflects the diversity of the area and encourage leaders to have troop membership that increasingly reflects this diversity.
12. I will recognize equitably at a service unit recognition event all leaders, service team members, troop product sales managers, and others who have assisted with the service unit.
13. I will implement the council's bridging system throughout the service unit.
14. I will ensure that all members registered as of September 30 have been contacted by December 30 and either reregistered or a record made of why they are not reregistering.
15. I will attend meetings called by the recruitment and retention staff members, volunteer services, or program staff members and share the needs of the service unit.
16. I will review (or collaborate with the Service Unit Financial Consultant) all troop financial records in January and May. I will sign the signature card for troop bank accounts. I understand it is my duty to report any troop that does not turn in troop financials, failure to do so will result in non-reappointment.
17. I will support the council's fundraising goals.

#### **STATEMENT OF TERM**

The service unit manager is appointed for a one year term that is renewable upon completion of evaluation processes. Terms will begin June 1.

Performance appraisals shall be conducted in the spring at the end of a term, based upon the Service Unit Manager's Agreement. A favorable appraisal will be the primary basis upon which an appointment to another term will be made.

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Service Unit Manager

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Date

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Service Unit

\_\_\_\_\_  
Volunteer Services Staff Member

\_\_\_\_\_  
Date