

POSITION DESCRIPTION

POSITION TITLE: Family Support Plan (FSP) Chair

APPOINTED BY & ACCOUNTABLE TO: Fund Development & Visibility Volunteer Field Administrator

TERM: One year (July 1 - June 30); reviewed annually; may be re-appointed

PURPOSE: Responsible for implementation of council funding within the service unit; collaborates with service team members, leaders, parents and community members within designated geographical area to deliver volunteer services and support council goals and plans.

RESPONSIBILITIES:

1. Makes a personal contribution or pledge to council.
2. Assists in implementing and delivering fund development plan of work and Family Support Plan within the service unit.
3. Actively assists in educating and recruiting volunteers to assist with fund development.
4. Assists with cultivation and maintaining relationships with key community leaders and diverse groups within the service unit and shares resource information with council staff.
5. Assists in identifying funding opportunities within the community and reporting them to Fund Development staff.
6. Participates in service team and service unit meetings
7. Interprets and maintains council and GSUSA policies, standards and procedures; and council's risk management plan within area of responsibility.
8. Keeps Field Administrator and appropriate council staff informed of opportunities and challenges within the geographic area.
9. Contributes to development and implementation of the service unit plan of work.
10. Process and route any necessary paperwork promptly.

QUALIFICATIONS:

1. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.
2. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement
3. Have the ability to work with children and adults
4. Demonstrated commitment to diversity
5. Knowledge and willingness to learn about Girl Scout program
6. Is registered as a member of GSUSA within the service unit's jurisdiction

NATIONAL POLICY STATEMENT:

"Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and ability to take training for it.

I accept the position responsibilities and understand that I will receive a position review annually.

Volunteer name (print)

Supervisor name (print)

Volunteer signature

Date

Supervisor signature

Date

