

PRODUCT PROGRAM MANAGER

The **Neighborhood Product Program Manager's** purpose is to promote and support the Girl Scout product sales to its members and community in accordance with the image established by the TIGSC and GSUSA. He or she will be appointed by the Neighborhood Chair for a one year term. The Product Sales Manager is accountable to the Neighborhood Chair(s) and membership staff assigned to the geographic region of the council with working relationships with the service team, leaders, troop product sales managers and product sales staff.

Neighborhood Product Program Mgr. agrees to:

- Become/remain a registered GSUSA member.
- Take appropriate training annually
- Maintain the Neighborhood sales records.
- Train and distribute product sales materials to troop/group product program managers.
- Motivate troop/group product program managers to set realistic goals and provide marketing assistance where needed.
- Receive orders from troops/groups and check each order for accuracy.
- Prepare Neighborhood product order and secure delivery stations.
- Receive payments and reports from troop/group managers. Check for accuracy.
- Set up schedule for product to be distributed to troop/group managers.
- Forward sales reports and neighborhood payment receipts to TIGSC service center
- Participate in team and leader meetings.

- Be proactive in negotiating responsibilities for this position.
- Have fun and maintain a positive attitude.

Neighborhood Chair agrees to:

- Provide a copy and interpretation of the TIGSC policies and procedures.
- Provide orientation and assist in training for the position.
- Provide a copy and review the responsibility outline.
- Give recognition.
- Provide evaluation.
- Negotiate any responsibilities within the position responsibility outline.
- Promote a fun, enjoyable atmosphere of mutual respect and commitment to girls and Girl Scouting.

Volunteer Agreement

I have read the responsibilities of the Neighborhood Product Program Manager and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood _____

Volunteer's signature and date

E-mail: _____

Term: _____

Neighborhood Chair signature and date

Revised 7/25/06