

NEIGHBORHOOD SECRETARY

The **Neighborhood Secretary's** purpose is to ensure neighborhood written communications are conducted according to TIGSC and Girl Scouts of the USA policies. He or she will be appointed by the Neighborhood Chair for a one year term. The Secretary 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 leaders and membership staff.

Neighborhood Secretary agrees to:

- Become/remain a registered GSUSA member.
- Take appropriate training.
- Maintain the Neighborhood meeting records.
- Record minutes of neighborhood meetings
- Provide copy of minutes to neighborhood chair, leaders and membership staff.
- Notify neighborhood members and membership staff of scheduled meetings and events.
- Read and follow TIGSC and GSUSA policies and procedures.
- In cooperation with service team, set up communication system with all adult volunteers.
- 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.
- Review minutes prior to next neighborhood meeting.
- 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 Secretary 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