



Volunteer Position Description: Volunteer Recognition Committee Position

Summary: The Volunteer Recognition Committee is responsible for expressing appreciation to all volunteers for their service to girls and adults in the furthering of the Girl Scout Mission, and especially to those volunteers who provide outstanding service above and beyond the expectations of the position description. They are dedicated to ensuring that all nominees meet the GSUSA and GSNEO award qualifications and guidelines. Committee members review nominations and endorsements and make recommendations if necessary to ensure qualifications for all awards have been properly and appropriately met.

Position Supported By: Volunteer Relations Manager

Responsibilities:

- Develop and uphold a system for encouraging nominations from GSNEO members for deserving individuals and make the information regarding nomination procedures known to everyone in GSNEO including the deadline date for the return of forms
- Represent the council at all times in a professional and positive manner.
- Review all nominations and endorsements for recognitions for service given by adult volunteers of GSNEO. If a decision is made to accept a nomination for an individual, then are requirements listed, including deadlines must be adhered to
- Communicate by phone, electronically, and in person with volunteers and staff
- Assist staff in planning and preparation for the annual Volunteer Recognition Event
- Assist staff in continuously improving the Volunteer Recognition & Award process and culture by developing ongoing volunteer appreciation efforts
- Must be authorized to handle funds and drive (no volunteer restrictions)
- Must be competent with the GSNEO website, JotForms, Zoom, email and other technology

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts.
 - Agree to opt-in to receive emails and text messages from GSNEO.
 - Comply with current GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Tenure/Time:** 2 years. Approximately 4 meetings per year (virtual option available). Reviewing award nominations prior to event and assisting with award event in April.
- **Required Training:** Position orientation
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place
Girl Scout Promise:

On my honor, I will try, to serve God* and my country,
to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to, respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout

*Members may substitute for the word God in accordance with their own spiritual beliefs.