



## Co-leader Position Agreement

Co-leaders work together to inspire girls to discover what is important to them, connect with their community, and take action to make the world a better place. They organize troop activities with the support of troop volunteers. Be the leader and help build girls of courage, confidence and character! Co-leader work in partnership with Girl Scouts of Southwest Texas (GSSWT) Troop Support staff.

Term of appointment: 1 year, renewable upon completion of volunteer assessment and reappointment process.

### Responsibilities:

- Serves as a positive example for girls and adults by accepting and modeling the Girl Scout Promise and Law in all actions.
- Ensures timely online membership registration of all girls and volunteers in troop.
- Finds an appropriate troop meeting place & meets with troop on a regular basis.
- Communicates regularly and works in partnership with troop parents, guardians, community team members and Troop Support staff.
- Guides girls using the Girl Scout Leadership Experience (GSLE) in planning and executing activities appropriate to their interests and abilities that are cooperative, girl-led and learn by doing.
- Supports GSSWT product programs and giving campaigns.
- Maintains confidentiality of girl and volunteer personal information.
- Keeps girls safe by following policies, procedures and safety guidelines outlined in *Volunteer Essentials*, safety activity checkpoints and Girl Scout Safety Guidelines.
- **MONEY MANAGEMENT:** Keeps girl monies and bank accounts safe by following policies and procedures outlined in *Volunteer Essentials* and ensures complete troop finance reports are submitted by December 15 and June 15.
- Completes annual volunteer assessment and reappointment process.

### Core Competencies:

- Girl focus: Empower girls to choose and adapt activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

### Additional Requirements:

- Must be a current registered member of Girl Scouts of the USA.
- Approved background check on file with GSSWT. The background check must be renewed every 3 years.
- Complete training required for co-leader position.
- Support Girl Scouts of Southwest Texas' product programs and giving campaign.
- Accept and adhere to the Girl Scout Promise and Law.
- Have no outstanding obligation to the council.

**Volunteer Agreement Acknowledgement Statement:**

- I acknowledge that I have read and understand the Co-leader Position Agreement for the 2018 membership year.
- I acknowledge that a current version of Volunteer Essentials, the handbook to Girl Scout volunteering, is located on the GSSWT website: [www.girlscouts-swtx.org](http://www.girlscouts-swtx.org).
- I acknowledge that I can request a printed copy of Volunteer Essentials by contacting [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org).
- I acknowledge that I have reviewed and understand the policies listed in Volunteer Essentials. I acknowledge that Volunteer Essentials is subject to change based on business necessity.
- I acknowledge that I have reviewed Safety Activity Checkpoints and Safety Guidelines located on the GSSWT website at [www.girlscouts-swtx.org](http://www.girlscouts-swtx.org).
- I acknowledge that troops may not schedule or conduct troop program meetings for girls until at least 2 co-leaders have met the following requirements: current membership, current approved background check on file and complete Troop Leadership Essentials.

I acknowledge and accept the responsibilities listed in the position description above. I understand that failure to fulfill these responsibilities may result in personal liability and/or release from volunteer appointment and/or non-reappointment to a volunteer position with GSSWT.

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Printed Name

\_\_\_\_\_  
Community

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Staff Signature

\_\_\_\_\_  
Date