

Service Team Orientation

Position: Service Area Secretary

Service Area Secretary

Reports to the
Service Area
Manager



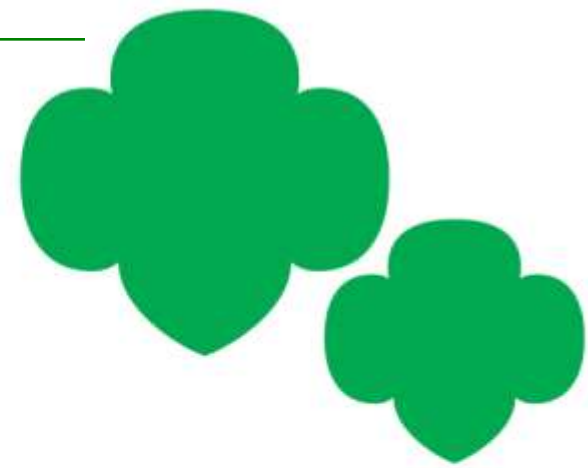
Summary of Duties:

The Service Area Secretary documents monthly Service Area Meetings in an effort to keep ALL Troop Leaders and Co-Leaders well informed.



Commitment:

- Appointed by the Service Area Manager and/or Membership Manager for one year term.
- **Decide that this is the right job for you.** Some people think that it is easier to be secretary than treasurer or president, but many meeting veterans will tell you that the secretary's job is much more difficult.



Time Commitment:

- 3 - 5 hours monthly from August – May
- 1 ½ - 2 hours per month - Service Team Meeting
- 1 ½ - 3 hours per month - Service Area Leader Meeting



Responsibilities:



- Take Service Area Meeting minutes/notes.
- Email or deliver meeting minutes/notes to the Service Area Manager and Membership Manager for distribution to all Troop Leaders and Co-Leaders.
- Update Council Webmaster regarding Service Area events.
- Manage/Update Service Area roster and contact information lists.



Desired Abilities/Skills

- Strong Communication
- Organizational Skills
- Accuracy
- Basic Computer Skills
(Word/Email)
- Legible Handwriting
- Strong Attendance/Punctuality



HOW TO TAKE MEETING NOTES



Before the Meeting

- Make sure your tool (pen, pencil) of choice is in working order, and have a backup just in case.
- Use the meeting agenda to formulate an outline.



HOW TO TAKE MEETING NOTES



During the Meeting

- Pass around an attendance sheet.
- Get a list of committee members and make sure you know who is who.
- Note the time the meeting begins.
- Don't try to write down every single comment -- just the main ideas.
- Present the follow-up action taken on each item from previous meetings.
- Make note of any motions to be talked about at future meetings.
- Note the ending time of the meeting.



HOW TO TAKE MEETING NOTES



After the Meeting

- Type up the minutes as soon as possible after the meeting, while everything is still fresh in your mind.
- Include the time the meeting began and ended.
- Proofread the minutes before submitting them.
- Contact persons responsible for carrying out the plans and projects discussed in the meeting; send notes whenever necessary.



Check out the forms section
on www.gsnwgl.org for...

Service Area Overview

Service Area Plan of Work
(includes Super Service Area and
Trefoil Award guidelines and
applications)

Service Area Program/Event
Evaluation Form



Organizational Tips for a Successful Year...



Meet with the outgoing secretary, if possible.

Have him or her give you the previous meetings' minutes, correspondences, reports, administrative orders, etc..

With any luck, they will already be well organized and ready for you to take over; if not, read the next step.



Organizational Tips for a Successful Year...



Get a filing cabinet or a briefcase.

These should be provided by your Service Area, but if they are not, buying used is a good first step and an excellent way to reduce unnecessary expenses on your part or on the part of the Service Area.

There are many filing systems that can be employed for administrative documents like meeting minutes, by-laws and so on; read up on these and determine which is the easiest to follow and the cheapest to implement, and stick to that system.

If you received the files in a disorganized mess, you don't want to leave them that way for the next secretary when your tenure is completed.



Organizational Tips for a Successful Year...



Learn that good organizational skills make a good secretary.

If your Service Area is not well organized, this should be addressed right away.

Make a plan with the Service Area Manager to employ the same filing system that you have used with your filing cabinet.



Organizational Tips for a Successful Year...



Develop good contacts and use them wisely.

A friendly, professional demeanor is very important for a Service Area Secretary.

You will learn very rapidly that most secretaries rely on an intricate network of friends and contacts to conduct business.

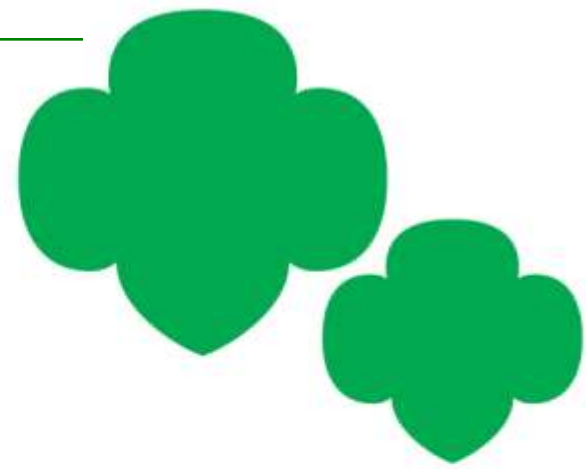


Remember....

- Always behave in a seemly, professional manner.
- One of the most important functions a secretary serves is communicating with members and the general public.
- Keep members informed of activities, events and plans.
- Take good meeting minutes and provide these in a timely fashion (a one hour meeting should have 1-2 pages of minutes maximum, and these should be submitted to the group for feedback within five business days) which ensures that members of the Service Area are on the 'same page' and able to take more effective action sooner.



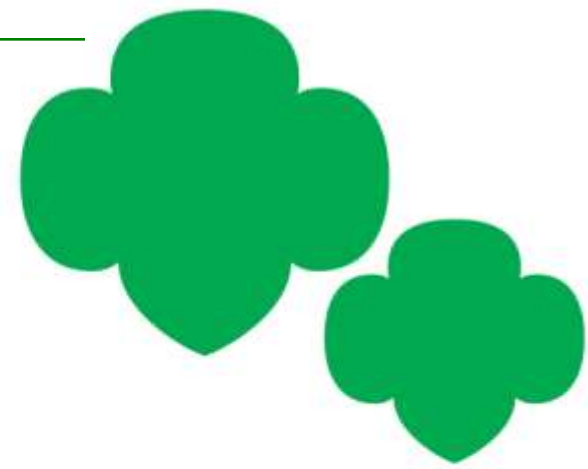
Girl Scout Volunteer Core Competencies



Girl Focus: Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the 3 keys to leadership: Discover, Connect and Take Action.



Girl Scout Volunteer Core Competencies

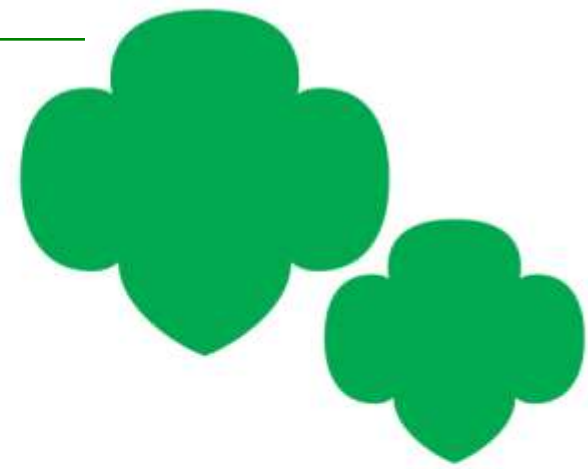


Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.

Oral Communication: Expresses ideas clearly and concisely.



Girl Scout Volunteer Core Competencies



Fostering Diversity:

Understands and embraces human diversity, and promotes inclusion of all people.

Personal Integrity:

Demonstrates honesty, credibility, and dependability.

