



**SERVICE UNIT COOKIE PROGRAM CHAIR
POSITION DESCRIPTION & AGREEMENT**
Cookie Program

Complete and return to Council Product Sales Manager at SU Training

Name _____ Service Unit _____

Email (required for eBudde) _____

Address _____ City _____ Zip _____

Phone (day) _____ (eve) _____ (cell) _____

Accountable to: Service Unit Manager (SUM) & Council Product Sales Manager (PSM)

Time Commitment: January to March is the most concentrated time commitment. Final responsibility is ensuring distribution of girl recognitions and collection of Council proceeds.

Function: To manage and coordinate the Cookie Program within the Service Unit including training, product delivery, boothing program and distribution of girl recognitions. Encourage participation of eligible troops while working with Troop Cookie Chairs (TCCs), parents, and other Service Unit Volunteers (e.g. Boothing Chair, Delivery Chair, Recognitions Chair and Cupboard Manager). Act as the key liaison between the Council Product Sales Manager and SU Volunteers and troops.

Duties & Responsibilities:

- Attend Cookie Program and eBudde software trainings provided by GSGLA
- Provide Cookie Program training for TCCs and/or Troop Leaders in the Service Unit including GSUSA safety guidelines, Council procedures, program activities, goal setting, customer service, courtesy and respect for customers and each other
- Distribute and collect signed *Troop Cookie Chair Agreements* and *ACH Debit Authorization* forms from TCCs *prior to distributing the Girl Order Cards to troops* and *turn in to Council PSM* by the specified date (see timeline)
- Distribute Cookie Program materials to Troop Cookie Chairs
- Maintain close contact with TCCs and offer support throughout the program; mentor new TCCs as necessary
- Check all troop orders for accuracy using eBudde
- Arrange product delivery with Council PSM and schedule troop pick-ups. Count, sign and retain receipts for all transactions including delivery and pick-ups (may appoint Delivery Chair)
- Coordinate boothing program in accordance with GSGLA guidelines (may appoint Boothing Chair)
- Coordinate distribution of girl recognitions to troops when they are received (may appoint Recognitions Chair)
- Adhere to all GSGLA deadlines as outlined in the Service Unit Cookie Program Guide
- Adhere to all GSGLA and GSUSA policies

Qualifications:

SUCPCs must be currently registered adult members of GSUSA and have completed a background check. They must have a strong attention to detail, be well organized and maintain accurate records for the Service Unit. Access to computer, Internet and email is required. The willingness to follow through, meet deadlines, and be accessible to TCCs and Council PSM is essential. The ability to work with diverse groups and a strong desire to motivate and support girls, parents and troops participating in the Cookie Program is a must.

I accept the duties and responsibilities of the position of Service Unit Cookie Program Chair as outlined above and agree to act as the Service Unit Cookie Program Chair for the _____ Service Unit in the _____ Cookie Program.
(year)

Signature _____ Date _____