



**SERVICE UNIT DELIVERY CHAIR
POSITION DESCRIPTION & AGREEMENT**

Cookie Program

Complete and return to SU Cookie Program Chair at SU Training

Name _____ Service Unit _____

Email (required for eBudde) _____

Address _____ City _____ Zip _____

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

Accountable to: Service Unit Cookie Program Chair (SUCPC)

Time Commitment: January to March is the most concentrated time commitment.

Function: To help ensure success of participating troops in reaching their sales goals by arranging for and managing cookie delivery for the Girl Scout Cookie Program at the Service Unit level.

Duties & Responsibilities:

- Attend Service Unit Cookie Training
- Assist with troop training , discussing delivery day guidelines and procedures
- Ensure troops verify initial delivery orders before signing for them; ensure troops sign for all product picked up
- Communicate regularly with SUCPC on any issues that may arise
- Adhere to all GSGLA deadlines as provided by the SUCPC or Product Sale Manager (PSM)

Qualifications:

- Current registered member of GSUSA
- Adherence to the mission and principles of Girl Scouting
- Adherence to all GSGLA and GSUSA policies
- Strong attention to detail, be well organized and maintain accurate records
- Accessible to computer, internet, email and telephone
- Willingness to follow through, meet deadlines and be accessible to PSM
- 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 SU Delivery Chair as outlined above and agree to act as the SU Delivery Chair for the _____ Service Unit during the _____ Cookie Program.
(year)

Signature _____ Date _____