



**SERVICE UNIT BOOTHING CHAIR  
POSITION DESCRIPTION & AGREEMENT  
2010 Fall Product Program**

*Complete and return to Council Product Sales Administrator*

Name \_\_\_\_\_ Service Unit \_\_\_\_\_

Email (required for GreenBeans) \_\_\_\_\_

GreenBeans Screen Name (returning chairs only) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ (C) \_\_\_\_\_

**Accountable to:** Service Unit Manager (SUM) and Council Product Sales Administrator (PSA)

**Time Commitment:** September to November is the most concentrated time commitment.

**Function:** To help ensure success of participating troops in reaching their sales goals by assisting with the procurement of booth sites for the Girl Scout Fall Product Program at the Service Unit level.

**Duties & Responsibilities:**

- Attend Service Unit Fall Product Training and assist with troop training of boothing guidelines/store etiquette as needed
- Assist with procurement of booth sites by contacting businesses within the Service Unit, introducing the Fall Product Program and requesting specific booth opportunities
- Input boothing locations into GreenBeans prior to opening of boothing scheduler (adding locations as needed)
- Assist troops with correcting, adding or releasing booth assignments
- Assist troops by helping to negotiate solutions to disputes if necessary
- Communicate regularly with volunteers, SUM and PSA
- Adhere to all GSGLA deadlines as outlined in the Service Unit Fall Product Program Guide

**Qualifications:**

- Current registered member of GSUSA
- Adherence to the mission and principles of Girl Scouting
- 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 PSA
- Ability to work with diverse groups and a strong desire to motivate and support girls, parents and troops participating in the Fall Product Program is a must

I accept the duties and responsibilities of the position of SU Boothing Chair as outlined above and agree to act as the SU Boothing Chair for the \_\_\_\_\_ Service Unit during the 2010 Fall Product Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_