



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

Complete and return to Council Product Sales Administrator at SU Training

Name _____ Service Unit _____

Email (required for GreenBeans) _____

GreenBeans Screen Name (returning chairs only) _____

Address _____ City _____ Zip _____

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

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

Time Commitment: September to November 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 Fall Product Program within the Service Unit including training, product delivery, booting program and distribution of girl recognitions. Encourage participation of eligible troops while working with Troop Fall Product Chairs (TFPCs), parents, and other Service Unit Volunteers (e.g. Booting Chair, Delivery Chair, Recognitions Chair and Cupboard Manager). Act as the key liaison between the Council Product Sales Administrator and SU Volunteers and troops.

Duties & Responsibilities:

- Attend Fall Product Program and GreenBeans software trainings provided by GSGLA
- Provide Fall Product Program training for TFPCs 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 Fall Product Chair agreements and ACH Debit Authorization forms from TFPCs *prior to distributing the Girl Order Cards to troops* and **turn in to Council PSA by September 27, 2010**
- Distribute Fall Product Program materials to Troop Fall Product Chairs
- Maintain close contact with TFPCs and offer support throughout the program; mentor new TFPCs as necessary
- Check all troop orders for accuracy using GreenBeans
- Arrange product delivery with Council PSA and schedule troop pick-ups. Count, sign and retain receipts for all transactions including delivery and pick-ups (may appoint Delivery Chair)
- Coordinate booting program in accordance with GSGLA guidelines (may appoint Booting 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 Fall Product Program Guide

Qualifications:

SUFPCs must be current registered adult members of GSUSA. 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 TFPCs and Council PSA is essential. The 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 Service Unit Fall Product Chair as outlined above and agree to act as the Service Unit Fall Product Chair for the _____ Service Unit in the 2010 Fall Product Program.

Signature _____ Date _____