



COMMUNICATIONS LEAD

Summary: Supports and facilitates communication for the Service Unit including but not limited to: email communications and notification, documenting and distributing meeting minutes and agendas, and social media account maintenance.

Appointment Term: 3-year term with annual appointment by Volunteer Support Coordinator

Required Training: Service Unit Learning Path, Volunteer Orientation, New Leader Training, Troop Banking Training

Required Documents: Active Membership, Current Background Checks, Social Media Policy

Responsibilities:

- Takes the lead on documenting and distributing meeting minutes
- Maintains Service Unit email distribution list and sends email communications as needed.
- Serve as an administrator on Service Unit social media pages
 - Posts GSHPA Recruitment flyers on Social Media Pages (Facebook, Twitter, LinkedIn, etc.)
 - Positively promotes GSHPA on their social media accounts
 - Provides basic GSHPA information to prospective members; gathers information from prospective members and shares with Volunteer Support Coordinator for follow-up.
- Works collaboratively with Service Unit Lead, Service Unit Team, and Volunteer Support Coordinator to foster and facilitate open and consistent communication within the Service Unit.

Core Competencies - Required:

- **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun
- **Personal Integrity:** Demonstrate dependability, honesty, and credibility
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- **Communication:** Respectfully express ideas and facts clearly and accurately
- **Fostering Diversity:** Understand and embrace differences