



USA GIRL SCOUTS OVERSEAS - _____
OVERSEAS COMMITTEE CHAIR REFERRAL COMMITTEE POSITION
DESCRIPTION

Title of Position: Referral Committee Member(s) and Referral Committee Chair

Term: One year, May be reappointed

Accountable to: Referral Committee Chair is accountable to the assigned Director of Membership and Marketing/Membership Consultant. The entire Referral Committee is accountable to the Overseas Committee Association(OCA).

Function: To refer qualified volunteers for the position of Overseas Committee Chair (OCC) and Overseas Committee Chair Elect to the Overseas Committee Association and to collect names of qualified volunteers to fill Overseas Committee Management Team (OCMT) positions.

Responsibilities:

- ◆ Confers with Director of Membership and Marketing /Membership Consultant (ex-officio member of referral committee) to establish criteria and qualifications for Overseas Committee Chair(OCC) and OCC Elect.
- ◆ Considers all recruitment and referral sources.
- ◆ Prepares a prospect list in order of Referral Committee's preference. Holds interview(s).
- ◆ Presents name of candidate(s) to Overseas Committee Association for endorsement.
- ◆ After the Overseas Committee Association has endorsed the candidate(s), the chair of the Referral Committee completes USA Girl Scout Overseas – North Atlantic "Recommendation for Appointment of Overseas Committee Chair" (form #2340), and mails to the assigned Director of Membership and Marketing/Membership Consultant who is accountable for making final decision for appointment.
- ◆ Throughout the year, refers to Overseas Committee Chair, names of persons contacted who indicated interest in and skills for positions of leadership, troop committee, short term jobs, day camp, special events, etc.
- ◆ Arranges quarterly meetings to discuss further adult recruitment needs.

Qualifications:

- ◆ Subscribe to the principles of Girl Scouting and become a registered member.
- ◆ Knowledge of the community and its resources.
- ◆ Ability to project a positive attitude.
- ◆ Ability to interview perspective candidates for the position of Overseas Committee Chair.
- ◆ Time and availability to take training and attend meetings.
- ◆ Ability to work cooperatively with community officials and fellow Referral Committee members.