

USAGSO-North Atlantic

Volunteer Position Description

Position/Title: Overseas Committee Secretary

Term: One year, may be reappointed

Appointed by & Accountable to: The Overseas Committee Chair (OCC)

Function: To record Overseas Committee Management Team Meetings (OCMT), Overseas Committee Association meetings (OCA), and leaders' meetings and maintain all OC records.

Responsibilities:

- Attend all meetings that occur in the Overseas Committee (OC), take meeting minutes and distribute minutes in a timely manner.
- Maintain the permanent file for the OC and ensure the proper documents are signed by the appropriate individuals and filed.
- Assure financial reports, committee reports, attendance sign-in sheets and any handouts are attached to the minutes of that meeting.
- Assures that there is someone to record the minutes of a meeting in the event the secretary is unable to attend.
- Handle correspondence for the OC.
- Other duties as may be assigned by the OCC.

Qualifications:

- Subscribe to the principles and purpose of Girl Scouting and become a registered member.
- Communicate well with individuals and groups.
- Be capable of documenting accurate and factual information.
- Possess strong organizational skills.
- Have time to devote to the volunteer position.