

Summary: The OCC has the vision, enthusiasm, and ability to lead local volunteers to carry out the Girl Scout Leadership Experience (GSLE). The OCC and Co-OCC are responsible for organizing, managing, and evaluating the delivery of an effective Girl Scout program within the assigned area while supervising administrative, financial, and safety procedures.

Term of Appointment: The OCC is appointed for a one-year term (October 1 to September 30) that is renewable each year. OCMT positions usually begin a few weeks/months prior to Oct. 1.

Supervision: The OCC reports to USAGSO Mission Delivery staff assigned to that area.

Support: The OCC receives support, guidance, and encouragement from USA Girl Scouts Overseas staff with additional support from members of the Overseas Committee Management Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Become a registered member of GSUSA.
- Successfully complete the USAGSO enrollment process and [incoming OCMT Checklist](#).
- Complete all required training for your position within one month of appointment.
- Ensure all OCMT members and Troop Leaders complete required trainings for their positions within one month of appointment.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Leadership and recruiting of the Overseas Committee Management Team.
- Maintain regular contact with OCMT members and lead monthly troop leader meetings.
- Provide guidance and information to new and renewing troop leaders on an ongoing basis. Coach, motivate, and recognize local volunteers.
- Membership planning and development to ensure troop leaders have local support and that every girl in your community has the opportunity to be a Girl Scout.
- Leverage marketing presence in community in conjunction with annual membership plan.
- Act as the local point of contact for USAGSO staff.
- When necessary, implement conflict resolution techniques
- Communicate and comply with all volunteer processes, standards and safety guidelines as outlined in Safety Activity Checkpoints and Volunteer Essentials to all local volunteers.
- Utilize the USAGSO Google Gmail account for all community communications.
- Utilize Looker to track, local rosters, membership trends, and maintain data accuracy.
- Maintain key partnerships, completing required paperwork for partnering military bases, schools, and community organizations, if applicable.
- Ensure financial compliance of the program and complete annual report due on July 15.

Qualifications and Core Competencies:

- Leadership: Ability to manage, supervise, and provide support.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

Failure to comply with the requirements outlined above may result in dismissal from volunteer position.

Signed:

OCC Signature & Community #

Date

USA Girl Scouts Overseas Staff Signature

Date

**Please sign and upload to your Google Drive
and complete the OCMT commitment form here:**

<https://usagso.wufoo.com/forms/overseas-committee-commitment-form/>