

Summary: The OCMT Registrar has the vision, enthusiasm, and ability to support the OCMT and local volunteers to carry out the Girl Scout Leadership Experience (GSLE). The Registrar provides expertise to volunteers and families on the Girl Scout registration and renewal process in the Overseas Community (OC) and coordinates with USAGSO staff to ensure that local recruitment resources are available.

Term of Appointment: The Registrar 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 Registrar reports to the Overseas Committee Chair and Co-Chair in addition to USAGSO Mission Delivery staff assigned to that area.

Support: The Registrar receives support, guidance, and encouragement from the Overseas Committee Chair (OCC), 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.
- 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.
- Assists troop leaders and parents in the registration and renewal process.
- Provides guidance with MYGS and supports local volunteers via USAGSO Wufoo forms.
- Maintain rosters and records via looker, outreach to unsure and IRM girls, and correct troop placement for girls and adults.
- Utilize Looker to track, local rosters, membership trends, and maintain data accuracy.
- Leverage recruitment activities and campaigns such as Early Bird registration, Extended Year registration, and USAGSO campaigns/incentives to promote on-time registration.
- Monitors and communicates progress towards annual OC membership goals, updating OCMT, troop leaders, and other local stakeholders.
- 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.

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:

Registrar Signature & Community #

Date

OCC and/or 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/>