

Summary: The OCMT Secretary has the vision, enthusiasm, and ability to support the OCMT and local volunteers to carry out the Girl Scout Leadership Experience (GSLE). The Secretary keeps records and facilitates communication within the Overseas Committee (OC), including the OCMT, local Troop Leaders, and local families.

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

Support: The Secretary 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.
- Keep troop leaders updated with important USAGSO and community news.
- Record and maintain minutes from OCMT and troop leader meetings.
- Maintain the official records of the Overseas Committee.
- Communicate with community stakeholders and monitor social media networks.
- Assist with correspondence between the Overseas Committee and USAGSO.
- Ensure volunteers, parents, and girls are informed of community events.
- Leverage marketing presence in community in conjunction with annual membership plan.
- 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.

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:

Secretary 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/>