

# WHO DOES WHAT AT GSSEF

Note: \*=Volunteer

TOPIC	CONTACT
Accounting/Finance	Chief Financial Officer, Director of Finance
Adult Recognition	Adult Learning Manager
Advertising/public relations (PR)	Marketing/Communications Manager
Alumnae Relations	Chief Development Officer
Annual Giving	Chief Development Officer
Annual Meeting	CEO, Executive Assistant
Applications for employment	CEO, Executive Assistant
Archives	Adult Learning Manager
Blog	Interactive Communications Manager
Board Development	Chief Executive Officer
Board of Directors mailings	Executive Assistant
Business Cards, Stationery	Chief Marketing Officer
Bylaws	Chief Executive Officer
Camp Nocatee	Camp Nocatee Ranger
Camp Telogia	Chief Operating Officer
Camp Welaka	Camp Welaka Ranger
Camp site reservations	Program Registrar
Certificates of insurance – program	Director of Program
Certificates of insurance – product sales	Admin. Asst. - Marketing
Computer software and hardware support	Manager of Information Technology
Conference Room Reservation – JSC	Receptionist - JSC
Conference Room Reservation – OPSC	Receptionist - OPSC
Cookie Sale	Director of Product Sales, Chief Marketing Officer
Copiers – JSC	Manager of Information Technology
Copiers – OPSC	Admin. Asst. – Membership and Program
Council’s Own Try-Its, Badges, Interest Projects	Director of Program

<b>TOPIC</b>	<b>CONTACT</b>
Crisis Communications	Chief Marketing Officer, CEO
Day Camps	Outdoor Program Manager
Debt collections	Senior Accounting Assistant
Delegates	Executive Assistant
Destinations	Director of Program
Development Committee	Chief Development Officer
Display boards/exhibits	Marketing Manager
Donations	Chief Development Officer
Donors (financial) cultivation	Chief Development Officer
Early Bird Registration	Registrar
E-Council administration	Manager of Information Technology
E-mail	Manager of Information Technology
E-Newsletter	Interactive Communications Manager
Equipment (check-out, management)	Receptionist (JSC, OPSC)
Fall Product Sale	Director of Product Sales, Chief Marketing Officer
Finance Committee	Chief Financial Officer
Financial assistance applications	Chief Membership and Program Officer
Girl Recognitions	Director of Program
Gold Award/Gold Award Advisors	Director of Program
Golf Tournament	Development Manager
Grant applications	Grants Manager
Graphic Guidelines/use of Girl Scout logo	Chief Marketing Officer
History	Volunteer Learning Manager
Insurance - Accident/trip (and non GS) enrollment, basic GSUSA Activity claims	Chief Membership and Program Officer
Insurance – property and Liability	Chief Financial Officer
International trips	Director of Program
Juliette Low World Friendship Fund	Chief Development Officer
Kick Off	Director of Membership
Leader In Training	Director of Program

<b>TOPIC</b>	<b>CONTACT</b>
Leadership Development pins	Volunteer Learning Manager
Lifetime Membership	Registrar
Luncheon and Silent Auction	Development Manager
Media questions (newspaper, radio, TV, magazines, journals)	Marketing Manager
Membership cards	Registrar
Membership data entry	Registrar
Newsletter (Connections)	Marketing Manager
Office Procedures Handbook	Chief Operating Officer
Outdoor Program	Outdoor Program Manager
Outdoor Program Committee	Outdoor Program Manager
Payroll	Finance Director
Personnel Policies manual	Executive Assistant
Press Releases	Marketing Manager
Product sales	Director of Product Sales, Chief Marketing Officer
Product Sales Committee	Director of Product Sales, Chief Marketing Officer
Program Advisory Committee	Grade Level Program Manager
Program Aide training	Director of Program
Program Calendar	Program Managers, Director of Program
Program Registration	Program Registrar
Property Committee	Chief Operating Officer
Recruitment	Director of Membership, Membership Managers
Recruitment – Round up	Director of Membership
Registration materials	Registrar
Resident Camp	Outdoor Program Manager
<i>Safety-Wise</i> interpretations	Chief Operating Officer
Service Unit files	Admin. Asst. – Membership/Development
Service Units	Membership Managers
Shop – JSC	Director of Retail Sales
Shop – OPSC	Director of Retail Sales

<b>TOPIC</b>	<b>CONTACT</b>
Silver Award	Director of Program
Speaking engagements/Speaker's Bureau	Marketing Manager
Summer Camp	Outdoor Program Manager
Telephone System	Manager of Information Technology
Training course dates and general information	Volunteer Learning Manager
Training – Enrichment	Volunteer Learning Manager
Training – Leadership Essentials	Volunteer Learning Manager
Training – Outdoor and Aquatic	Volunteer Learning Manager
Train the Trainer	Volunteer Learning Manager
Training registrations	Volunteer Learning Manager
Troop Camping	Outdoor Program Manager
Troop Camping Registration	Program Registrar
Troop Money Earning Applications	Director of Membership
Troop numbers	Registrar
United Way partnerships	Grants Manager
Volunteer Management Policies	Chief Operating Officer
Volunteer Personnel Files	Volunteer Entry System Manager
Website	Interactive Communications Manager

R – 6/2009