

AMERICAN HERITAGE GIRLS (REQUIRED POSITIONS)

The Troop Board is comprised of:

**Troop Coordinator:** A registered Adult Volunteer who oversees the general operation of the Troop. The person in this capacity should not hold any additional positions in the Troop. The Coordinator recruits and trains Troop Unit Leaders, when an area training team is unavailable. The Coordinator facilitates Leaders' meetings throughout the program year and oversees that all Troop positions are filled and operating. She/He also nurtures the relationship with the Charter Organization. Other responsibilities include calling and presiding over all Troop Board meetings, supervising Troop meetings, monitoring Troop growth and retention levels and promoting AHG in their community. The role of the Coordinator is integral to the success of the AHG Troop.

Nominee \_\_\_\_\_

**Troop Vice-Coordinator:** A registered Adult Volunteer who works along-side the Coordinator and serves as a Coordinator-in-training. The Vice Coordinator will perform the duties and have the powers of the Coordinator in the event of the Coordinator's absence, death or disability. She/He may perform the duties of the Troop Registrar or appoint one (see below). The Vice Coordinator oversees all aspects of Troop registration for girl and adult members and maintains the Troop roster and Troop Advancement records (or may delegate these responsibilities: see below). She/He serves on the Troop Board helping to establish Troop policies and procedures. She/He will have any duties and powers that are assigned by the Coordinator and Troop Board.

Nominee \_\_\_\_\_

**Troop Shepherd:** A registered Adult Volunteer who is responsible for the care and feeding of the Troop's members in a spiritual sense. This volunteer opens meetings in prayer, knows the status of each member and offers prayer and comfort to those in need. They may also serve as the volunteer to oversee the earning of the religious awards by the girls.

Nominee \_\_\_\_\_

**Troop Treasurer:** A registered Adult Volunteer who serves on the Troop Board and oversees the Troop's finances. The Treasurer works with the Charter Organization to determine guidelines for the

Troop account and what procedures are required to maintain it. A top priority is to create a Troop budget with the assistance of the Troop Board. Other duties include collecting Troop dues and registration fees, making appropriate deposits, maintaining Troop financial records, and tracking individual girl's accounts and fundraising efforts.

Nominee \_\_\_\_\_

#### AMG Board Assistants

Troop Registrar/Membership Coordinator:

Record keeper for paperwork dealing with troop registrations, training, attendance, permission slips, medical releases, code of conduct, risk release, sign in sheets for meetings, service activities, and outdoor events. This person will work closely with various board members to make sure that required paperwork for all volunteers and parents of the troop is completed, filed, and safely stored.

This person works most closely with the Troop Coordinator—who is responsible for media, paperwork, and permission for activities—and will use a computer program (provided by the troop) to update and organize troop paperwork. This leader is required to be on site as a 'first responder' to help set up the sign in table, visitor passes, and so on. Most of this leader's roles are at the beginning of troop time, and at the end of troop time (to collect attendance sheet and name tags). Much of this leader's work is done behind the scenes, from home, but weekly attendance and engagement is required. (Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

Badge/Uniform/Advancement Manager:

Record keeper for paperwork dealing with troop badges, uniform orders (level up), and advancement paperwork and orders. This person will work closely with various board members and unit leaders to make sure that required paperwork for badges are completed, filed, and safely stored. Funding for badges, uniforms, and advancement is to be dealt with by the Troop Treasurer, Asst. Treasurer, or Troop Coordinator.

This person works most closely with the Troop Vice Coordinator—who is responsible for both unit leader personnel and paperwork dealing with badge completion at the unit level—and will use a computer program (provided by the troop) to update and organize badge/advancement paperwork. This leader is required to be on site weekly to assist the Vice Coordinator. Most of this leader's roles are during unit time. This leader will make sure that questions are answered about badges, signing off items, and processing items for badges, stars, pins, etc. at the unit level. Some of this leader's work is done behind the scenes, from home, but weekly attendance and engagement is required. (See page 78 of the Unit Leader handbook. Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

Assistant Shepherd:

This person works closely with the Troop Shepherd—who is responsible for the spiritual growth and wellness of the troop. The Assistant Shepherd will help the Troop Shepherd with the spiritual and emotional well-being of the troop members: girls, moms, dads, and guardians. The Assistant will be assigned roles by the Troop Shepherd. These roles may include prayer during troop opening and/or closing, leading the troop in songs, short devotions (or assisting older girls to lead devotions), Bible memory verses, prayer circles, camping/outing prayer and/or devotions, and contacting families who may be absent, struggling within the troop, or at home.

Most of this leader's roles are during unit time; however, this leader will also be required to plan some at home or make occasional phone calls to follow up with families. (See pages 7, 8, 18, 36-48, 82, 83, 91 of the Unit Leader handbook. Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

Treasurer Assistant:

This person works closely with the Troop Treasurer—who is responsible for the financial wellness of the troop. The Treasurer Assistant will be assigned roles by the Troop Treasurer. These roles may include

financial record keeping, maintaining accounts for financial transactions, receipts, assisting with reports on the financial status of the troop, and working with Unit Leaders in managing their funds.

Most of this leader's roles are during unit time; however, this leader will also be required to organize some at home or make occasional phone calls to follow up with families. (Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

Fundraising Manager:

This person works closely with the Troop Treasurer—who is responsible for the financial wellness of the troop. The Fundraising Manager will be assigned roles by the Troop Treasurer to pursue viable fundraising options for the year. These roles may vary according to the needs of the troop and Treasurer. Fundraising Manager will be the contact person for all fundraising, in charge of creating information fliers (to be distributed via email, website, or in person) to announce to families the fundraiser and how they will work. This position will work closely with the Treasurer to establish highest yield fundraisers for the girls so that the three allowed per year can benefit the troop the most. There are no pre-set fundraisers per year, but the troop does have a history of attempted fundraisers that have worked or not worked. The Board has final approval on all chosen fundraisers for the year.

Most of this leader's roles are fulfilled at home; however, this leader will also be required to collaborate with the Treasurer as needed during unit time. This position is one that allows for a secondary 'hat' to be worn. This is a very important, but not time consuming, position during unit time. Therefore, this leader can also assist in the Service Committee or Event Committee (as well as be a fill-in for absent Assistant Unit Leaders.) (Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

#### AHG Service Committee

Service Committee Coordinator:

This person works closely with the Troop Board to select service projects/activities for the troop on a monthly basis. The Service Committee Coordinator (SCC) must have a love for service and will oversee facilitation of a small group of parents to meet weekly, during unit time, to discuss, plan, and ultimately implement a monthly service project that will correlate to troop badges, a community need, or support of the Charter organization. The SCC is responsible for the running of service committee meetings, sticking to an approved service project to plan, delegating roles to those on the committee, and seeking approval from the Board for supplies, location, etc.

The SCC will facilitate a positive discussion environment for the families involved on the committee. She will also be sure that all concerns are heard prior to proceeding further on a service project. Service projects must meet the needs/goals of the troop, be approved by the Troop Board, and all levels should be considered when working through the specifics of service (request page 60 from the Coordinator's handbook). The SCC will be required send out a monthly email to families to let them know the planned service event for the upcoming month, reflect on how the last service project went, and alert parents to any additional Troop details pertaining to service.

Throughout the Bible we are instructed to offer service in humility and love. AHG values service and believes it is a cornerstone for character development. Service projects can take on many different forms; it is important that the girls are developmentally ready for the service project and feel the impact of their service. By performing three service projects per year, the Troop will be awarded the HUGS (Heritage Girls United giving Service) patch. The SCC will strive to create at least three large service projects that the whole troop will be able to participate in so that a troop HUGS patch may be earned. The SCC will insure that all girls perform service each year and tracks the service projects done by the Troop. The paperwork for these events will be passed on to the Troop Coordinator's Assistant (Registrar/Membership Coordinator).

Most of this leader's roles are fulfilled at during unit time; however, this leader will also be required to collaborate with the Board and plan, organize, and create documents for service as needed at home. (See page 121 of the Unit Leader handbook. Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominee \_\_\_\_\_

Service Committee Assistant:

(An unlimited number of assistants are allowed to serve on this committee.) This person works closely with the Service Committee Coordinator to help plan, organize, and implement service projects/activities for the troop on a monthly basis. The service committee assistants must have a love for service. This assistant will meet with a small group of parents weekly, during unit time, to discuss, plan, and ultimately implement a monthly service project.

Throughout the Bible we are instructed to offer service in humility and love. AHG values service and believes it is a cornerstone for character development. Service projects can take on many different forms; it is important that the girls are developmentally ready for the service project and feel the impact of their service. By performing three service projects per year, the Troop will be awarded the HUGS (Heritage Girls United giving Service) patch. The SCC will strive to create at least three large service projects that the whole troop will be able to participate in so that a troop HUGS patch may be earned. The Service Committee Assistants assist the Service Committee Coordinator in insuring that all girls perform service each year.

Most of this leader's roles are fulfilled at during unit time and will directly work with girls at least once a month; however, this leader will also be required to collaborate with the Service Committee Coordinator and plan, organize, and create documents for service as needed at home. (See page 121 of the Unit Leader handbook. Yearly training is required. Ask your board for when training will occur. Paperwork to complete: Membership, Ministry Agreement, Youth Protection Training—turn in certificate, Medical History, Background Check.)

Nominees \_\_\_\_\_

AHG UNIT LEADERS (Required)

Pathfinders Unit Ages 5-6

Nominees \_\_\_\_\_

Tenderhart Unit Ages 6-9

Nominees \_\_\_\_\_

Explorer Unit Ages 9-12

Nominees \_\_\_\_\_

Pioneers Unit Ages 12-14

Nominees \_\_\_\_\_

Patriot Unit Ages 14-18

Nominees

---

---