

## **Council Delegate Position Description**

**PURPOSE:** Delegates are important policy influencers who gather information and provide the vital link from the members to the Board of Directors. Delegates complete critical tasks which include:

- ✓ electing board members, officers and national council delegates,
- ✓ giving input on policy decisions the board is considering,
- ✓ giving feedback on Council strategic plans and
- ✓ receiving information on Girl Scouts of the USA strategic initiatives to pass on to their delegate units.

### **QUALIFICATIONS:**

- Ability to plan and conduct a meeting
- Ability to effectively communicate with individuals and groups
- Knowledge of the Girl Scout program
- Knowledge of the needs and concerns of the members of the delegate unit
- Registered member 14 years of age and older of Girl Scouts of the Green and White Mountains
- Pluralistic in action and attitude

**TERM:** Delegates are elected by local delegate units to serve a term as outlined by the bylaws (See bylaws Article I, Section 4B.)

**ACCOUNTABLE TO:** The Council President/Board Chair or her/his designee.

### **MAJOR RESPONSIBILITIES:**

#### **To the Local Delegate Unit:**

1. Consider and give input on proposed plans, goals and other matters referred to the local delegate unit by the Board and/or Board Committees.
2. Ensure delegate unit elections are held every year according to the bylaws.
3. Communicate the needs and concerns of girls and adults in the local delegate unit to the Board and Council through the Council Annual Meeting and delegate business meeting.
4. Attend delegate training when offered.
5. Convene and chair regularly scheduled meetings of the local delegate unit.
6. Submit a report of the delegate unit meeting(s) and report election of delegate(s) and alternate(s) to the Council President/Board Chair within one week of election and/or duly called delegate unit meeting.

#### **To the Council:**

1. Attend the Council Annual Meeting (generally held in the Fall) to:
  - a. Elect the Officers of the Council, the members at large of the Board of Directors, the members of the Council Board Development Committee, and delegates to the National Council of the Girl Scouts of the USA;
  - b. Amend the Council Articles of Incorporation and bylaws; and,
  - c. Take all action requiring membership vote and conduct such other business as may come before the members.
2. If a delegate cannot attend a meeting, she/he should notify an alternate from among those elected by the local delegate unit.

**ALTERNATE:**

Alternates participate within the local delegate unit as outlined above, when called upon to assume those delegate responsibilities.

**TRAINING AND/OR PREPARATION FOR THE POSITION:** Delegate training will be provided by the Board of Directors and/or others assigned by the President/Board Chair.

**TIME AND PLACE:** Must be able to attend delegate unit meetings, Council Annual Meetings, and other meetings as outlined in the Council Bylaws.

**COMMITMENT:** Must be willing to give the time needed to attend the meetings described above and to get feedback and prepare reports as required. Delegate terms are for two years as described in the Council bylaws. Alternates serve for one year or until their successors are elected as described in the Council Bylaws.

**BENEFITS:**

- Opportunity to meet adults from all over New Hampshire and Vermont
- Opportunity to influence policy of the Girl Scouts of the Green and White Mountains
- Opportunity to develop leadership skills.

**SPECIAL NOTE:** All volunteers in the Girl Scouts of the Green and White Mountains serve under the "Personnel Policies and Guidelines for Volunteers" as adopted by the Board of Directors. A copy of these policies is available to every volunteer.