

## **POSITION DESCRIPTION**

### **Board of Directors – Girl Scouts of Connecticut**

#### **Summary of Governance Accountabilities**

In carrying out its major responsibilities, the board of directors shall:

- Understand, accept and interpret the philosophy and purpose of Girl Scouting.
- Function as one body in deliberating and making policy decisions.
- Maintain the confidentiality of board work until such time as it is released for general information. Support and interpret board actions as necessary.
- Carry out its major responsibilities through strategic leadership and direction, stewardship of Girl Scouting and oversight of the corporation.
- Determine the vision of Girl Scouting and ensure that appropriate resources exist to carry out strategic priorities.
- Monitor and evaluate the organization's performance.
- Participate in annual meetings as members of that body.
- Ensure and maintain an understanding of demographic, cultural, social and economic trends and their implications for Girl Scouting.
- Ensure that fiscal and human resources exist to carry out the work of the council.
- Attend board and committee meetings; carry out assignments and prepare for active participation.
- Work in collaboration with the Board Chair and Board Development Chair to assess and evaluate Board performance.
- Support the work of the Board Development Committee\* by identifying talent for the Board.

#### **ACCOUNTABILITIES:**

##### **Stewardship of Girl Scouting**

- Develop and maintain a culture of transparency. Build trust and involve a wider group of constituents in decision-influencing as appropriate.
- Ensure knowledge and understanding of national, regional and local demographic and social trends affecting Girl Scouting as it pertains to the Board's work.
- Promote the mission and Girl Scout brand.
- Serve as trustees of the Girl Scout values and principles.
- Establish policies necessary for the development and advancement of Girl Scouting in the council's jurisdiction.
- Select, appoint and evaluate the performance or release of the CEO.
- Gives input to the CEO on the performance of the CFO.
- Ensure that an appropriate compensation program exists.
- Register as a member of the Girl Scout Movement.
- Promote accessibility to Girl Scouting for all girls in the council's jurisdiction.
- Provide active leadership to promote diversity and ensure pluralism.

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\* Formerly known as the nominating committee

## **Oversight of the Corporation**

- Fulfill and ensure compliance with Girl Scouts of the USA charter requirements
- Adopt and keep current policies and guidelines that govern the acquisition and allocation of resources to support organizational priorities:
  - Adopt budgets
  - Monitor investments
  - Approve banking arrangements
- Approve and support the plans for funding council's strategic priorities:
  - Establish fund development policies compatible with the principles of Girl Scouting.
  - Commit to making an appropriate personal, family and/or foundation gift in support of Girl Scouts. Make Girl Scouts a top funding priority.
  - Facilitate the identification, cultivation, solicitation and stewardship of donors.
  - Embrace a culture of philanthropy and promote philanthropic values.
- Ensure all governance documents are updated and maintained appropriately (bylaws, articles of incorporation, minutes and legal documents).

## **Strategic Leadership and Direction**

- Articulate the mission and philosophy of Girl Scouting.
- Identify the capacity of the organization to fulfill the mission. Direct resources in full support of building girls of courage, confidence and character who make the world a better place.
- Provide strategic leadership to ensure the future of Girl Scouting.
- Work closely with the CEO to define strategic direction and to define organizational success.
- Conduct an annual organizational performance appraisal to monitor the achievement of strategic priorities.
- Ensure an effective democratic process that maintains channels of communication between registered members and the Board of Directors.
- Ensure that the council is positioned in the community to achieve the maximum benefit for all girls.

**GIRL SCOUTS OF CONNECTICUT  
BOARD NOMINATION FORM**

**\*\*\*CONFIDENTIAL\*\*\***

*(Please photocopy this form if you wish to present additional names of board candidates.)*

Board of Director Applicant

Board Development Committee Applicant

Name of prospective Member: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Home address:	Home Phone: (     )
	Home Fax: (     )
	Home Email:
Business address:	Business Phone: (     )
	Business Fax: (     )
	Business Email:

Please give information about this individual and his or her organizational affiliation, if appropriate, including:  
Professional skills: \_\_\_\_\_

Type of business: \_\_\_\_\_

Interest in Girl Scouts of Connecticut:  
\_\_\_\_\_

Board/Staff Member(s) known by the prospect: \_\_\_\_\_  
\_\_\_\_\_

Special interest: \_\_\_\_\_

Education: \_\_\_\_\_

Other affiliations with individuals, corporations and foundations: \_\_\_\_\_  
\_\_\_\_\_

Past and present involvement with boards and/or volunteer involvement: \_\_\_\_\_  
\_\_\_\_\_

Attributes this individual will bring to the Board: \_\_\_\_\_  
\_\_\_\_\_

Signature of person making nomination: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Please feel free to attach additional materials.