

Delegate Position Description

Term: One year, January 1 – December 31

Purpose: As a “Voting Member,” as defined in Section 1.3 of the Girl Scouts of Connecticut’s bylaws, delegates shall attend Membership meetings and have a vote with respect to the election of Directors-at large, Elected Officers, Board Development Committee members, and National Council Delegates. Delegates are the communication link between Connecticut’s girls, volunteers, and Board of Directors.

Duties and Responsibilities:

1. Attend the annual meeting and special meetings of the Corporation, additional Membership meetings, and delegate trainings;
2. Elect directors-at-large of the Board of Directors, elect officers of the Corporation, members-at-large of the Board Development Committee, and delegates to the National Council of GSUSA;
3. Amend the Corporation’s certificate of incorporation and bylaws;
4. Be informed on the point of view of the group which one represents; acquire a Council-wide perspective; and be prepared to vote for the good of the Council, after studying and hearing discussion of the issues;
5. Participate in strategic planning as directed by the Board of Directors;
6. Initiate, review and submit proposals from the membership to the Board of Directors in a timely manner;
7. Advise the Board of Directors on proposed plans, policies and other matters referred to the Membership by the Board of Directors;
8. Report on Board decisions and actions, and other policy influencing matters to Service Unit constituency;
9. Respond to requests by the Board Development Committee;
10. Bring Membership concerns and special knowledge to the Board of Directors through the Second Vice Chair;
11. Be responsible for learning all aspects of the position by attending appropriate trainings;
12. Facilitate feedback from the Service Unit on other business that may, from time to time, come before the Voting Members of the Corporation.

Qualifications:

1. Registered member of GSUSA, fourteen years of age or older;
2. Maintains up-to-date membership in good standing;
3. Supports Council goals, policies and objectives;
4. Embraces and understands the role of governance in Girl Scouting
5. Ability and willingness to research and understand issues impacting girls’ lives in the assigned Service Unit and across the state
6. Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community;
7. Is committed to organizational diversity;
8. Demonstrates good communication skills, sound judgment, and objectivity when analyzing issues and participating in decision-making;
9. Ability to fulfill time commitment;
10. Should have access to electronic communication and long-distance telephone.

Alternate Delegate Position Description

Term: One year, January 1 – December 31

Purpose: An alternate delegate, as defined in Section 1.4 of the Girl Scouts of Connecticut's bylaws, shall attend Membership meetings and have a vote in the absence of the delegate, with respect to the election of Directors-at-large, Elected Officers, Board Development Committee members, and National Council Delegates. Alternate Delegates are the communication link between Connecticut's girls, volunteers, and Board of Directors.

Duties and Responsibilities:

1. Attend the annual meeting and special meetings of the Corporation, additional Membership meetings and trainings;
2. Be informed on the point of view of the group which one represents; acquire a council-wide perspective; and be prepared to vote for the good of the Council, after studying and hearing discussion of the issues;
3. Participate in strategic planning as directed by the Board of Directors;
4. Be responsible for learning all aspects of the position by attending appropriate trainings;
5. Facilitate feedback from the Service Unit on other business that may, from time to time, come before the Voting Members of the Corporation.
6. Perform the duties of the delegate if for any reason the delegate is unable to perform her/his duties.

Qualifications:

1. Registered member of GSUSA, fourteen years of age or older;
2. Maintains up-to-date membership in good standing;
3. Supports Council goals, policies, and objectives;
4. Embraces and understands the role of governance in Girl Scouting
5. Ability and willingness to research and understand issues impacting girls' lives in the assigned Service Unit and across the state
6. Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community;
7. Is committed to organizational diversity;
8. Demonstrates good communication skills, sound judgment and objectivity when analyzing issues and participating in decision-making;
9. Ability to fulfill time commitment;
10. Should have access to electronic communication and long-distance telephone.

Girl Scouts of Connecticut's Responsibilities to our Volunteers:

1. Provide a volunteer position description and training for your position.
2. Provide position-specific training and document when completed.
3. Provide an extensive network of resources, contacts, and programming ideas. Ensure services, materials, and resources are available and accessible.
4. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
5. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.



A few things to KNOW:

- Your Service Unit is entitled to one Delegate and one Alternate Service Unit Delegate for a one-year term. Alternate delegates will only vote at the Annual Meeting if the delegate is absent.
- Elections are governed by the Bylaws of Girl Scouts of Connecticut. A copy of the Bylaws is included in this handbook or you can go to the Resource and Form Library at <http://www.GSOFCT.org> under **Governance**.
- Elections should take place at a Service Unit meeting in the Fall, at a meeting that has good attendance; there is no quorum requirement. Keep in mind that the goal is to have an open and democratic process.
- Serving as a Delegate or Alternate is a wonderful job for someone who is busy but also interested in Girl Scouts. A Delegate or Alternate must be 14 years of age or older, registered as a Girl Scout, and live or work in the Service Unit area. Delegates or Alternates are required to attend one training session, a fall and spring membership meeting, and the Annual Meeting.
- Delegates and Alternates should be open minded and good communicators, and be willing to share their knowledge with the Service Unit, as well as talk to volunteers to learn their opinions about governance issues important to Girl Scouts.
- Keep in mind that in addition to troop volunteers, the ideal candidates to serve as a delegate or alternate delegate from your Service Unit may be a non-troop affiliated adult, lifetime member or a non-troop affiliated girl age 14 or older.

When things happen...

October -December	<ul style="list-style-type: none"> • New Fiscal Year and Girl Scout Year Begins • Service Unit Elections take place and contact info reported to Girl Scouts of Connecticut Office. • Complete the GSUSA membership registration process. • Participate in Membership Meetings. • (Regularly scheduled Board of Directors Meetings)
January-March	<ul style="list-style-type: none"> • Participate in a delegate training (information session). The focus of these sessions will be on Girl Scouts of Connecticut’s vision for the future and will engage, inform, and prepare delegates for their duties. (Delegate training information is also available at www.gsofct.org) • (Regularly scheduled Board of Directors Meetings) • (Regularly scheduled Board Development Meetings)
April	<ul style="list-style-type: none"> • Attend Girl Scouts of Connecticut Annual meeting;
Throughout the year	<ul style="list-style-type: none"> • Attend Membership Meetings in order to represent the views of Girl Scouts in your Service Unit and gather information to report back. Membership meeting dates are available at www.gsofct.org) • Relay summary of meetings to volunteers in your service unit; • Support decisions made at Girl Scouts of Connecticut annual meeting (if any) and report back to community constructively and positively.

The Girl Scouts of Connecticut annual meeting is held once a year and is devoted to:

- Electing Directors and the Board Development Committee
- Reporting the previous years’ Girl Scout program accomplishments
- Discussing and approving audited financial statements and appointing auditors for the following year
- Electing National Council Delegates, in National Council Session years.

Annual Meeting Cycle: Before, During and After

Delegates/alternate delegates have a responsibility to be informed in a timely manner prior to Membership Meetings and Girl Scouts of Connecticut annual meeting. Your responsibilities can be divided into four categories:

Prior to Girl Scouts of Connecticut annual meeting:

1. An information package will be e-mailed to you between 30 and 14 days in advance of the annual Member meeting. The package will include the date, time, and location of the annual meeting, as well as the proposed slate (list) of Board of Director candidates for election. It will also include an agenda, which will list questions for feedback (in national council session year, the slate of national council delegates).
2. You will review the materials and become familiar with the issues to be presented at the annual Member meeting. In addition, you are responsible for gathering feedback from the Service Unit concerning the posed question(s).
3. If there is a question requiring feedback from the service unit, you may call a meeting in your Service Unit to present the issues for discussion, or you may gather information in a way that is appropriate within your Service Unit.
4. Discuss the question with Service Unit members and volunteers. In a meeting situation, it may be helpful to have a second person recording feedback. An easel pad works best because it communicates transparency to all volunteers. Summarize orally what you have heard.
5. Remember to consult with volunteers not in attendance at a meeting who may feel strongly about the question.
6. Consider all viewpoints, and synthesize information. Be ready and prepared to represent the views of your service unit.

Arrival at the Girl Scouts of Connecticut annual meeting:

1. Casual business or business attire should be worn; uniforms are always appropriate.
2. Since there must be a quorum (minimum number of Members) to conduct the annual Member meeting, check in at the registration table. You will be given a nametag with your name and affiliation.
3. Punctuality is appreciated; the slate of the Board of Directors cannot be voted on without a quorum of voting Members (which includes delegates).

During Girl Scouts of Connecticut annual meeting:

1. The Girl Scouts of Connecticut's Board Chair will call the meeting to order and ask for a quorum report. Usually there will be an opening flag ceremony, recitation of the Girl Scout Promise, and introductions.
2. The meeting will follow the agenda as presented in advance. You will have an opportunity to vote for the slate of candidates for the Board of Directors and the Board Development Committee. There may be the opportunity to vote on the Girl Scouts of Connecticut's Bylaws on the rare occasion that the Board of Directors has approved a change in the Bylaws that requires Member approval.
3. If it is a year of a national council session, Members will vote on the slate of National Council Delegates.
4. Receive the Council Stewardship report.

Following the Girl Scouts of Connecticut Annual Meeting and throughout the year:

1. Be informed on the point of view of the group which one represents; acquire Council-wide perspective; and be prepared to vote for the good of the Council, after studying and hearing discussion of the issues.
2. Membership Meetings will be scheduled at multiple locations in the Girl Scouts of Connecticut jurisdiction.
3. Delegate information session & training will be held prior to the annual meeting to welcome new delegates/alternate delegates and share plans for Girl Scouts of Connecticut upcoming year.
4. Additional Membership meetings may also be called by the Board of Directors during the year and held throughout Girl Scouts of Connecticut's jurisdiction. If a Member meeting is called, notices with instructions, meeting and background information, and questions to be asked will be sent from Girl Scouts of Connecticut.
5. Delegates are required to report back to the Service Unit on discussions and key decisions made at Membership meetings and the Annual meeting.
6. Information reported at the Membership meeting will be recorded and used for future Board discussions.
7. You will be thanked by the board of directors for ensuring that the democratic process has been fulfilled.

