

Volunteer Position Description

Service Unit Delegate/Alternate

Summary: Service Unit Delegates/Alternates are variously referred to as “members of the corporation”, and/or “voting members of the council”. According to our present bylaws, the membership of the council shall be active members of the Girl Scout movement, 16 years of age or over. The membership shall be represented at council meetings by elected delegate/alternates referred to as voting members. Voting members of the council shall consist of:

- Delegate/Alternates elected by their Service Unit
- Juliette Delegates-at-Large
- National Delegates/Alternates
- Members of the Board of Directors
- Members of the Board Development Committee

Term of appointment: Elected from the active, local membership of Girl Scouts Heart of the Hudson, Inc. (GSHH) – registered members of the Girl Scout movement for a three year term.

Supervision: The Service Unit Delegate/Alternate reports to the Service Unit Manager and the GSHH Membership team.

Support: The Service Unit Delegate/Alternate receives support, guidance, and encouragement from the GSHH Membership team. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Elect the officers of the council, the members-at-large of the Board of Directors, the members of the council Board Development Committee, the delegates-at-large, the delegates to the National Council of Girl Scouts of the United States of America (GSUSA) and, if vacancies occur, persons to fill vacancies among those delegates.
- Determine general lines of direction for Girl Scouting within the jurisdiction of the council by receiving and responding to reports and information from the Board of Directors.
- Amend the articles of incorporation and bylaws.
- Take all other action requiring a membership vote.
- Attend all scheduled GSHH governance meetings.
- Report on delegate discussions to the Service Units.
- Conduct such other business as may, from time to time, come before the members.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSHH and GSUSA.
- In the absence of the Service Unit Delegate, the Service Unit Delegate Alternate will fulfill the responsibilities. All Service Unit Delegate duties apply.

Qualifications and core competencies:

- Registered and active members of Girl Scouts 16 years of age and older; willing to subscribe to and exemplify the principles expressed in the Girl Scout Promise and Law.
- Understands the council structure; willing to take training.
- Able to consider council action for the well-being of the organization to include the seven county



council jurisdiction.

- Time to attend and participate in council meetings as necessary.
- Knowledge or willing to understand GSHH council bylaws.

Annual meeting:

The annual meeting of the council held at such time and place as may be determined by the GSHH council bylaws and Board of Directors. The written notice of the time, place and purpose of the annual meeting, together with the slate of nominees for all offices or positions to be filled pursuant to these bylaws must be given not less than twenty-one (21) days no more than thirty (30) days before the meeting. Written notice can be given via first class mail or other electronic means at his or her address, mobile phone number or email address as it appears in the record of the council.

Prior to the annual meeting Service Unit Delegates/Alternates should:

- Study the pre-meeting mailing
- Plan to attend the meeting
- RSVP to invitation

Additional requirements:

- Previous Girl Scout volunteer experience preferred.
- Express ideas and facts clearly and accurately.
- Be a registered member of GSUSA.

Please sign and return to:

Anne Chau at Achau@girlscoutshh.org

I have read and agree to the Service Unit Delegate/Alternates position description responsibilities.

Service Unit # _____ Service Unit Name _____ Date _____

Print Name _____ Signature _____