

# Delegate Manual

# Table of Contents

Service Unit Delegate/Alternate.....	3
Governance and Management Functions in Girl Scout Councils.....	4
Management .....	5
Communication Cycle.....	6
The Delegate Role .....	7
Annual Meeting of the Council.....	7
Special Meetings.....	7
Delegate Forums.....	7
Service Unit Meetings.....	7
Election of Delegates .....	8
The Alternate.....	8

# Service Unit Delegate/Alternate

Communication liaison between the board of directors and the service unit.

## **Reports to:**

Membership Manager

## **Term:**

Elected for a two year term by the service unit.

## **Qualifications:**

- Registered Girl Scout member and approved volunteer (successfully completed the background check).
- Adhere to GSUSA and GSOH policies and procedures.
- Complete all required trainings within six months of initial appointment to the position.
- Believe in the mission and goals of the Girl Scout organization.

## **Responsibilities:**

- Represent the service unit at the Delegate Forums and Annual Meeting.
- Report back to the service unit all information provided at the meetings.
- Give guidance to the board on any feedback from the service unit.
- Participate as an active member of the service unit team.

## **By accepting the position, I agree that:**

- I have registered as a member of Girl Scouts of the USA and successfully completed the background check, and/or renewed the background check when required.
- I will make any changes to my personal information on my record including information that may affect my background check.
- I will or have completed the delegate training as outlined on the GSOH website found [here](#).
- I will attend meetings as required to stay informed and provide feedback for the board of directors.
- I acknowledge that this is a voluntary position and that Girl Scouts does not provide monetary or other compensation.

# Governance and Management Functions in Girl Scout Councils

## **Governance**

The governance functions of the council are those that relate to developing a vision for the future and the oversight of the council's corporate, legal, and fiscal responsibilities. The chair of the board has primary responsibility for governance, and these functions are carried out by the volunteer board of directors and officers, with appropriate involvement by the delegates. The board of directors has responsibilities including policymaking, fund development, and strategic planning. In carrying out their responsibilities, they comply with state and federal law, our charter with GSUSA, our Code of Regulations, and our established board policies.

Examples of the board's tasks are:

- Defining the council's goals and objectives.
- Ensuring the future of Girl Scouting within the jurisdiction.
- Employing and supervising the chief executive officer.
- Establishing the council's personnel policies.
- Overseeing the budget, including transfer of major dollars from one fund to another.

The president and CEO is the staff member who works closely with the officers and board of directors. The president and CEO is not a member of the board and does not vote. Additional staff members provide information and support for the board and its committees.

Members of the board of directors and the council nominating committee are elected by the members of the corporation ("Delegates") at the Annual Meeting of the Council, held in the spring. Council delegates are elected by their service units for a two-year term. Council delegates attend two Delegate Forums and the Annual Meeting of the Council each year. At Delegate Forums, the council delegates receive reports from the board of directors, provide input to proposals from the board, and may make proposals to the board regarding the board's governance responsibilities.

# Management

The president and CEO is employed by the board of directors and has primary responsibility for the management functions of the council.

These include organizing and directing council operations in conformity with goals, policies, and standards established by Girl Scouts of the U.S.A. and the council's board of directors.

This involves:

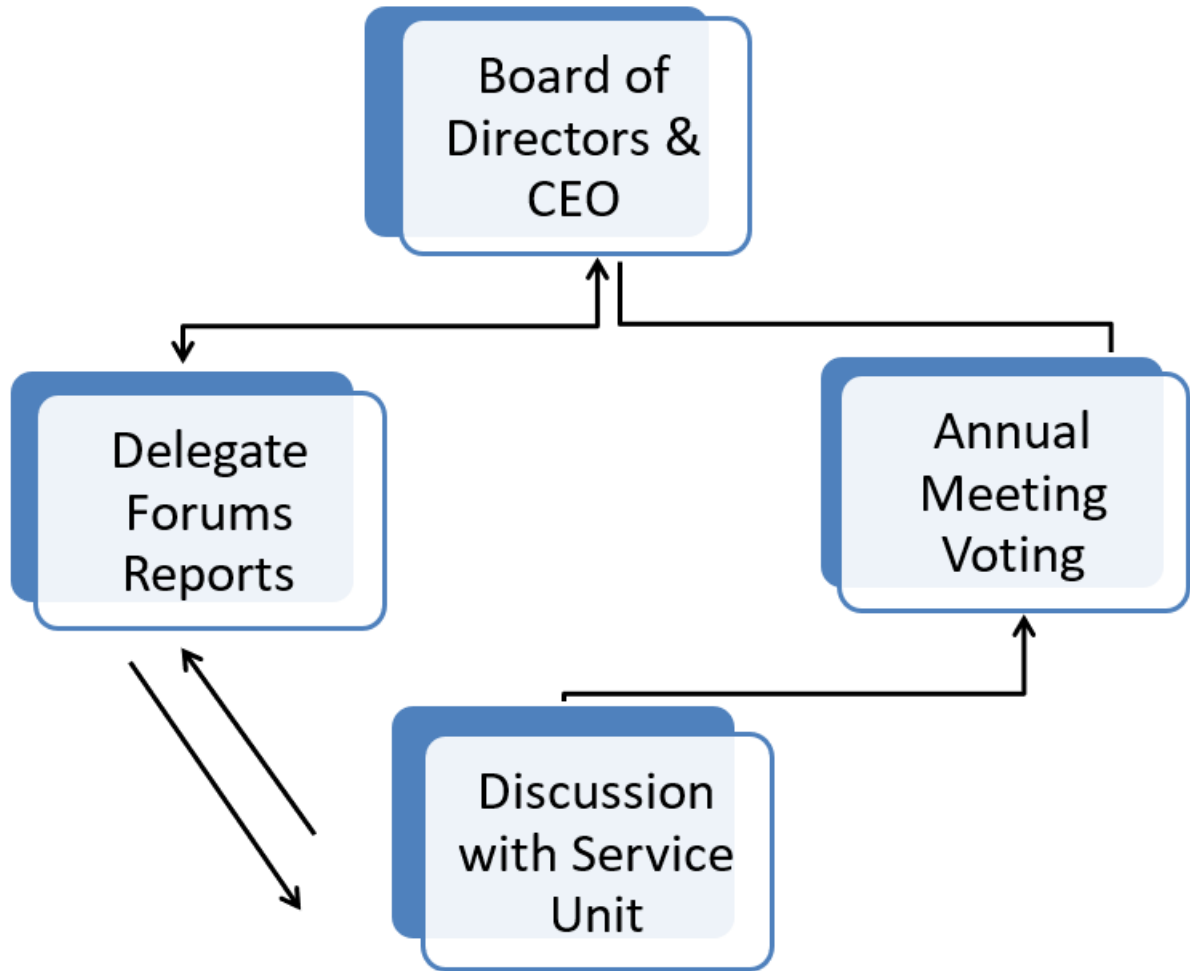
- Hiring and supervising staff.
- Developing and administering the budget.
- Ensuring that membership and program opportunities are provided for girls.
- Training is provided for adults throughout the council's jurisdiction.
- Helping the board carry out its fundraising plans.
- Ensuring that girl members are served in programs and facilities that are safe.

Many volunteers (troop leaders, service unit team members, product program volunteers, program volunteers, camp maintenance volunteers, and many others) along with the full-time staff members carry out the management work of the council.

This involves:

- Tactical planning (developing annual objectives, action steps, and activities which support the council's goals).
- Recruiting, registering, and serving girls in a wide variety of settings.
- Recruiting and training adults.
- Developing programs.
- Product program management.
- Maintaining our camps in safe condition.

# Communication Cycle



Communication between the delegates, the board of directors, and the service units works this way:

- Starting at the top of the flow chart, the board of directors determines the slate of topics for the delegate forums.
- Going around the circle to left, the delegate receives the information and asks questions at the Delegate Forums to clarify the topics.
- Following the meeting and continuing around the circle, the delegate takes that information back to their service unit to discuss it with the members. They will get a consensus or feelings about the information on the issues while at the same time find out if there are any other governance issues that need taken to the board.
- There are two arrows between Delegate Forums and Discussion with Service Unit Volunteers because there are two delegate forums each year. Depending on if the issue was discussed at the fall or spring meeting, the delegate will vote at the Annual Meeting of the Council based on the wishes of their service unit or come back to the spring delegate forum for more discussion.

If there were governance issues brought forth at the service unit that need to go to the board, those go back to the board at the next delegate forum.

# The Delegate Role

Council delegates should have the capacity and time to do the job well.

Plan to:

- Keep informed of national and council policies, standards, and decisions.
- Communicate with those you represent to be sure they understand issues emanating from the board, and to be sure you are aware of their opinions on such issues.
- Keep informed of other governance policy issues that concern your constituency and be sure that these concerns are heard.

Delegates are required to attend a number of meetings throughout the year to fulfill the duties of their position. These include:

- Annual Meeting of the Council
- Any special council meeting called by the board chair
- Delegate Forums
- Service Unit Meetings

## **Annual Meeting of the Council**

A council delegate is required to attend the Annual Meeting of the Council in the spring. If the delegate is unable to fulfill this obligation, the alternate delegate will attend. At this meeting delegates do the following:

- Determine general policy direction for Girl Scouting.
- Amend the Articles of Incorporation and Code of Regulations.
- Take action requiring membership vote.
- Conduct business that may come before the council.
- Elect officers, board, board development committee, and national council delegates.

## **Special Meetings**

Any special council meeting called by the board chair upon written request of two-thirds of the board of directors or one-third of the corporate members for a specific purpose.

## **Delegate Forums**

Delegate Forums are regularly scheduled twice a year, usually in October and then later in either February or March. Additional meetings may be held if desired by the delegates. Delegate Forums are held in each of the four governmental blocks into which the board has divided the 30 counties of Girl Scouts of Ohio's Heartland Council, Inc. The members in that part of the council meet with others to hear and discuss council governance on which the board needs input as well as other council governance matters. Delegate Forums may be held virtually at the discretion of the board of directors.

## **Service Unit Meetings**

The delegate role at service unit meetings is to discuss agenda items with the members and bring opinions and concerns about policy issues to Delegate Forums. After the Delegate Forums, Annual Meeting of the Council, and any special council meetings, the delegate reports back to the service unit on action taken.

The strength of the Girl Scout movement rests in its adult volunteers. Government of the organization, at the national and local levels, rests with these volunteers. A framework of elective, representative government provides for orderly ways of work.

## **Election of Delegates**

Each service unit is entitled to elect two delegates and two alternates no later than October 1 of each year. Service units with girl membership exceeding 300 registered girls as of September 30 of the prior year are entitled to elect one more delegate and one more alternate.

At Girl Scouts of Ohio's Heartland Council, Inc., all registered members 14 years of age and above within each service unit are eligible to elect and be elected as delegate members of the council.

The service unit delegate and alternate delegate election should be held in April or May for the following membership year. The number of delegates and alternate delegates to be elected will be determined by the total girl membership on September 30 from the previous year.

## **The Alternate**

Alternate delegates may take the place of delegates when delegates are unable to attend the Annual Meeting of the Council, Delegate Forums, or other special meeting of the council, and/or perform other duties.