

Job Description: Delegate/Alternate

Reports to: Service Unit Constituency and Council Membership

Term: One (1) term or until their successors are elected

General Responsibilities:

- To serve as a voice of the membership; to represent service units; and influence policies of the council by fulfilling responsibilities as defined in the council bylaws.
- Participate in the governance processes of the council.
- Attend Delegate training and Town Hall Meetings.
- Attend the Annual Meeting and share the information gathered with the service unit.
- Elect the officers of the Council, members-at-large of the Board of Directors, the Board Development Committee, and every three years the Delegates to the National Council of GSUSA.
- Vote to amend the articles of incorporation and by-laws.
- Take all other action requiring membership vote and conduct such other business that may come before the members.
- Keep informed about Girl Scouting and communicate regularly with service units and the membership.
- Recommend to the Board any changes in the bylaws.
- Present suggestions on behalf of the service unit regarding policy, strategic plans, and council goals.

Qualifications:

- Serve as a registered member of Girl Scouts of the USA with an eligible background check (adults).
- No outstanding debt with Girl Scouts of Southern Illinois.
- Accepts the principles and beliefs of Girl Scouting; supports the policies, standards and procedures of Girl Scouts of the USA and the Girl Scouts of Southern Illinois.
- Demonstrate dependability, honesty, and credibility.
- Ability to express ideas and facts clearly and accurately.
- Be at least 14 years of age at the time of the service unit election.
- Model positive attributes such as reliability, respect for others, inclusiveness and a positive attitude.
- Exercise sound judgment and objectivity when analyzing issues.
- Support council goals or committees that help to set the strategic direction of the council.
- Do not have any unresolved conflicts with GSofSI.
- Be able and willing to devote the time necessary to fulfill the duties of the position effectively.

Expectations of ALL adult volunteers:

I understand that I must be at least 18 years old and successfully complete the volunteer screening process, including maintaining an active membership (renewable annually) and an approved background check (updated every 36 months). Anyone with driving responsibilities must be 21 years of age.

Upon position appointment, I understand that I must complete all required basic training within the assigned timeframe. I will also participate in ongoing learning opportunities for continuous growth in the position. This includes the gsLearn course Understanding Your Role, which is to be retaken annually.

Positions	Timeframe
Service Unit or Troop Team	90 Days
Product Program	30 Days
Day Camp	60 Days

I will become an Illinois Mandated Reporter by completing the required training issued by Council and will recertify this training every three years.

I understand that I must read, understand and follow the policies outlined in the *GSofSI Volunteer Policies* and stay abreast to changes that may be updated annually.

I understand Girl Scouts of Southern Illinois has a zero tolerance of any molestation, sexual and physical abuse and any report of such conduct will be investigated with the proper authorities, including state and/or council officials and termination from membership will be immediate if allegations are affirmed.

I will display a positive, enthusiastic attitude that reflects the mission, vision and goals of GSUSA and Girl Scouts of Southern Illinois.

I will be a positive representative of the Girl Scout Promise and Law.

I will serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness and a positive attitude.

I will remain informed about and comply with policies, procedures and guidelines of Girl Scouts of Southern Illinois and GSUSA in printed and electronically shared communications.

I understand that service unit meetings are an invaluable resource to volunteers, where we receive information from the council, participate in planning, share new things and provide additional support to our fellow volunteers. I will ensure that I am active in these meetings, regularly presenting information relevant to my position.

I will attend a minimum of 70% (or 6) of the nine service unit meetings held annually either in person or by electronic means as it pertains to my position. (For Service Unit Managers or another position sent in their absence, attendance is expected at monthly meetings for service units hosted by council staff.)

I will build and maintain an effective working relationship with girls and their families, the service unit volunteers and council staff.

I will demonstrate sound judgment, flexibility, organization, delegation, communication and prioritization skills.

I will value diversity and inclusion and help others understand and embrace it.

I will support, promote and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (badges and Journeys) as it relates to my role(s).

I have access and the ability to communicate via phone, internet and email and am skilled in computer programs and applications.

I have no outstanding debt with Girl Scouts of Southern Illinois.

I have knowledge of the service unit's schools, community leaders and businesses for networking, recruitment and creating visibility of Girl Scouts in the local area.

I will return and submit all required reports, records and resources by required due date to the council office as it pertains to my responsibilities.

I understand that my appointment to the role(s) is contingent upon my ability to comply with the standards and expectations outlined above and will be evaluated, at minimum, once each year. Furthermore, an appointment to any GSofSI volunteer role does not guarantee that individuals will serve a full year or any subsequent years, as determined by the Service Unit Manager or council staff.

My signature indicates that I agree to accept the responsibilities outlined above.

Signature _____ **Date** _____