

Girl Scouts – North Carolina Coastal Pines

Delegate Handbook

Revision 12/08

Thank you for agreeing to represent the Girl Scout membership in your county to shape and drive the governance of the North Carolina Coastal Pines Council. We appreciate your time, talents and knowledge. This is the Delegate handbook; please keep it for further reference.

Pre-requisites for delegates include being a registered member of the area served by Girl Scouts – North Carolina Coastal Pines and being elected as a delegate by your constituency.

Materials referenced in this handbook, are “*Getting Started; Troop Notebook* (for Volunteers holding 01 or 02 positions) or for Administrative Team Members and Program Providers not in a Leader/Advisor position (form # SU310b).

Your facilitator is a volunteer like yourself, who has attended learning opportunities specific to the delegate position.

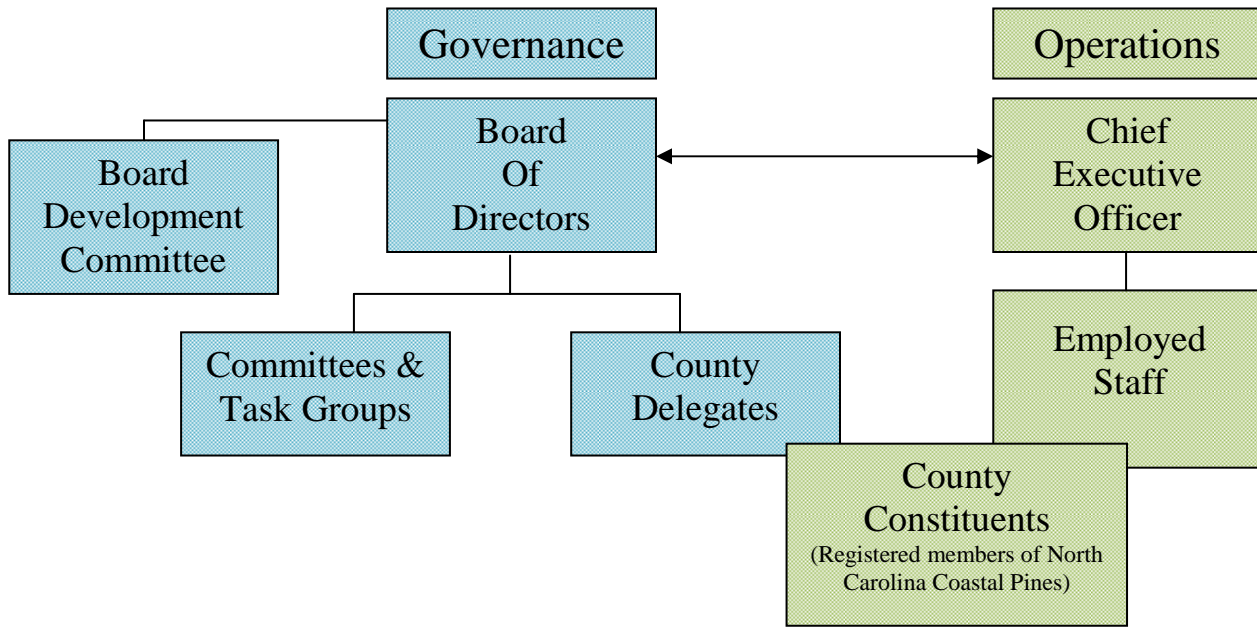
Please call the Volunteer Services Department at (919) 782-3021 if you have comments and suggestions about this opportunity. Your service unit manager or Membership Director can help answer further questions.

These are the objectives of this session:

At the end of this session, the Delegate will be able to...

- Identify the primary role of Girl Scouts – North Carolina Coastal Pines delegates
- List the types of council delegates
- Apply the council bylaws in the selection of the county convener and county delegates
- Describe the importance and responsibilities of the county convener and county delegates
- Describe the council governance structure
- Describe each of the council governance parts
- List the roles of the council operational structure as it relates to governance
- Participate in council meetings using the proper Robert’s Rules of Order procedures

COUNCIL STRUCTURE



Governance

Noun

1. The act of governing; exercising authority; "regulations for the governing of an organization."
2. The persons (or committees or departments etc.) who make up a governing body and who administer something; "he claims that the present administration is corrupt"; "the governance of an association is responsible to its members"; "he quickly became recognized as a member of the establishment".

Board of Directors

Manage the council's affairs. Make council-wide plans, policy decisions and review operations. Establish committees and approve appointment of key personnel. Elected by the members of the council.

Board Development Committee

Prepare slate of nominations for officers, board members, board development committee, and national council delegates. Elected by the members of the council.

Board Committees and Task Groups

Advise board on plans, policies in own area of work. Serve as a resource to board, other committees, service unit and staff. Carry out parts of the plan of work as delegated. Appointed by the board of directors.

County Delegates

Review goals of council. Consider items to be referred to board for action. Elect council delegates. Nominate county convener. Elected by the members of the county.

County Delegate Convener

County Delegate with added responsibility to be county liaison with the Board Vice Chair for Delegates Elected by the members of the county.

Operations

Noun

1. The performance of a practical work or of something involving the practical application of principles or processes
2. **a** : the quality or state of being functional or operative <the plant is now in *operation*> **b** : a method or manner of functioning <a machine of very simple *operation*>

Chief Executive Officer

Responsible to provide advice and assistance to the council, the board of directors, the officers and committees. Authorized to employ and release staff in accordance with policies adopted by the board and is the administrator of the total operations of the council.

Employed Staff

Under supervision of the Chief Executive Officer, provide professional advice and assistance to volunteers and carry out work delegated to staff by board through council goals, objectives, and action steps.

Delegate Membership Body

Responsible for Girl Scouting in the council, to elect officers, board of directors, board development committee, and national council delegates. Determine general lines of direction for Girl Scouts in the council. Amend Articles of Incorporation and Bylaws as needed. Composed of delegates, board members and board development committee members.

County Constituency

All registered members of the Girl Scout Movement, 14 years of age or older in designated geographic area.

The County, Delegates and Board of Directors How it Works



Girl Scouts - North Carolina Coastal Pines is a Girl Scout Council that is chartered by and has jurisdiction defined by Girl Scouts of the USA. Within the state of North Carolina, we are incorporated under a set of articles that establish our nonprofit corporation. These articles require that we abide by a set of bylaws that support our charter and the Constitution of Girl Scouts of the USA. These bylaws define the rights and obligations of all members, directors and officers in their relationship to the corporation and among themselves. The bylaws also describe the organizational structure of the corporation by outlining its parts and the relationships to each other. It is essential that the bylaws contain only the required information to avoid frequent amendments.

According to the council bylaws the corporation is known as Girl Scouts – North Carolina Coastal Pines,

Members of the corporation are:

- Delegates and Convener as elected by county constituencies
- Officers and Directors of the Board of Directors
- Members of the Council Board Development Committee,
- National Council Delegates
- Former Chairs of the Board of Directors: Girl Scouts-North Carolina Coastal Pines
- All former Board Chairs and Presidents of the Board of Directors of Girl Scout Council of Coastal Carolina and Pines of Carolina Girl Scout Council.
- All adult and girl members of the organization who live within the geographic jurisdiction of the council and are registered members of Girl Scouts of the U.S.A. served by Girl Scouts – North Carolina Coastal Pines.

According to the bylaws of Girl Scouts – North Carolina Coastal Pines:

1. A county is a geographic subdivision within the council's jurisdiction.
2. Members of the counties are registered members of the Girl Scout Movement who are 14 years old or more who are affiliated with the council and reside within the geographic subdivision. Employees of Girl Scouts – North Carolina Coastal Pines are also dues paying members of the Girl Scout Movement, and as such they are members of a county.

Number of Delegates for each County Constituency

Each county shall be entitled to elect a minimum of one delegate to be known as the county convener. Additional delegates will be elected based on total girl membership. The total number of delegates will be determined by a formula established and administered by the Board of Directors.

Responsibilities of the County Constituency

It shall be the responsibility of the membership of a county to:

- a. elect delegates and alternates to the delegate assembly, present the views of the county to the delegates, and receive delegates' reports;
- b. advise on proposed plans, policies, bylaws changes and other matters referred to the county by the board of directors;
- c. bring county concerns and special knowledge to the attention of the council leadership through the county convener;
- d. respond to requests from the council nominating committee;
- e. present names and terms of the elected county convener to the chair for appointment;
- f. participate in the strategic planning process as delegated by the board of directors;
- g. assist the board of directors in the annual organizational performance review;
- h. perform such other duties as may be delegated by the board of directors.

The county meeting is not the appropriate forum for discussion of operational issues. If an issue is about or requires the action of an employee of the council, it is an operational issue. The discussion should begin with the people who are directly concerned and move through the chain of responsibility. The CEO has the responsibility of making the final decision in operational matters, but the steps should be followed. The steps to resolving conflicts may be found in the *Getting Started; Volunteer Resource Guide for – non-leaders*.

Some of the duties of the county convener:

- **Designate alternate delegates** from the pool elected by the county to fill delegate absence or vacancy. (This can be accomplished by informing both the alternate delegate who is being designated and the delegate vice chair of the board.)
- **Submit to the delegate vice-chair** a complete list of delegates and alternate delegates. (This information should be in the hands of the delegate vice-chair before the end of November).
- **Keep** record of minutes of all county meetings and submit to delegate vice-chair.
- Maintain a file of all correspondence between the county and the board of directors.

Some of the duties of the council delegate-at-large (all elected delegates that are not county conveners):

Attend annual council meetings and act on reports of the board, and take action requiring membership vote.

- Serve as a resource to the county convener in county business and planning the county meeting.
- Inform the county convener if he/she cannot attend the annual meeting.

The duties of the alternate delegate mirror those of the council delegate-at-large. The alternate delegate addresses the chair at the annual meeting and votes at the annual meeting only if he/she has been appointed by the county convener to fill a delegate vacancy.

Duties of the board of directors regarding counties:

- Establish the geographic subdivisions within the council’s jurisdiction.
- Identify a delegate vice chair of the board to oversee the county delegate activities
 - Acknowledge the election of county convener and delegates.
 - Submit to the counties copies of such documents that need input from counties.
 - Through the county convener hear, consider, and report actions taken on proposals that are governance related.

The board of directors does not handle management issues such as personnel problems. The “Operating Policies”, which are included in *Getting Started; A Volunteer Resource Guide*, outline the procedures to follow when personnel problems arise.

The Board of Directors is also responsible for the corporate and business affairs of the council. They are accountable to the elected delegate membership of the council; the board of directors for GSUSA and the state and federal government regarding matters that relate to nonprofit organizations.

The Board Development Committee is responsible to fill vacancies in the board of directors between annual meetings and provide a single slate of nominees to fill vacancies among officers and members-at-large of the board of directors at the annual meetings, in accordance with the bylaws. The board development committee is always looking for qualified candidates to meet the needs of the board and committees, please contact any board development member for further information on recommendations for our council governance team.

Composition, election and terms for all council governance members are defined in the bylaws.

Meetings

The purpose of the annual meeting is for the board to report to the members of the corporation. During the annual meeting the members of the corporation receive various reports from the board, elect officers and members-at-large to serve on the board and vote on any proposed bylaws changes. Delegates to the national meeting are elected every third year.

Counties submitting council meeting agenda items for consideration must do so in writing to the Board of Directors by the board meeting prior to the Annual Meeting. It is the responsibility of the board to make the final decision about what is appropriate for the annual meeting agenda and what can best be resolved through a different approach.

Open forum meetings are scheduled periodically in order to give Girl Scout members who are 14 years old or more an opportunity to bring questions and concerns to the board in a setting that encourages informal open discussion.

The board of directors values the input we receive from counties. By working together to achieve a common goal, we can ensure that girls in our jurisdiction of North Carolina will enjoy Girl Scouting throughout the 21st century.

Governance and Operations are different and the role of a delegate, board development committee and the board of directors are established solely for the efforts to ensure the governance of the council.

Key among these **Governance roles** are:

- Provide policies that assure the success of the organization and its' membership
- Assure the financial health of the council,
- Maintain our not-for-profit status and
- Report to the membership and community
- Evaluate and deliver on bylaws requirements for participation in the council governance process.

Operational roles include:

- Plan and maintain program
- Responding to concerns of the staff and volunteers
- Provide learning opportunities to volunteers
- Representing Girl Scouting in the community
- Employ, direct and conduct performance reviews of the staff
- Prepare performance reports and exhibits as required by the board or committees

Some Roles and Responsibilities in a Girl Scout Council

| Decision | Corporation | Board | Chair | CEO | Counties | GSUSA |
|---|--------------------|----------------------------|----------------|--------------------------------|--------------------------------|----------------|
| Adopt Policies | May Give Input | Final Decision | Leadership | Administrative Support | Input | Resource |
| Adopt Annual Objectives | | Final Decision | Leadership | Develops and Presents to Board | | |
| Adopt Operating and Capital Budgets | | Final Decision | Leadership | Develops and Presents to Board | Board Committees | Resource |
| Acquire or Dispose of Real Property | | Final Decision | Leadership | Administrative Support | Input | |
| Accept Annual Financial Audit and Management Letter | | Final Decision | Leadership | Administrative Support | | |
| Contract with Auditor and Council Attorney | | Final Decision | Leadership | Administrative Support | | |
| Select and appoint Chief Operating Officer | | Final Decision | Recommends | | | |
| Establish Specific Increments and Salary for Chief Operating Officer | | Approves Initial Salary | Final Decision | | | |
| Adopt Employed Personal Policies and Benefits Plan | | Final Decision | Leadership | Administrative Support | Input through Board Committees | Resource |
| Hire and Release Staff, Establish Salaries and Increases, Approve Volunteer Assignments | | | | Final Decision | | |
| Issue Charter | | Submits Application | Leadership | Administrative Support | | Final Decision |
| Adopt Bylaws | Final Decision | Appoints Review Task Group | Leadership | Administrative Support | | Resource |
| Elect Officers, Members-at-Large, Council Nominating Committee and National Delegates | Final Decision | | | Administrative Support | | |
| Elect Delegates | | | | Administrative Support | Final Decision | |
| Make Changes in Council Jurisdiction | Input | Input | Leadership | Administrative Support | Input | Final Decision |
| Establish Geographic Subdivision within Council | | Final Decision | Leadership | Administrative Support | Input | |

Governance and Operations Exercise – Circle the Roles for the tasks listed below

| | | | |
|-----|--------|-----|---|
| Gov | Shared | Ops | 1. Has final decision on specific increments and salaries for staff. |
| Gov | Shared | Ops | 2. Direct the process of planning. |
| Gov | Shared | Ops | 3. Provide input to the long range plans. |
| Gov | Shared | Ops | 4. Approve the long range plan. |
| Gov | Shared | Ops | 5. Formulate annual objectives. |
| Gov | Shared | Ops | 6. Approve annual objectives. |
| Gov | Shared | Ops | 7. Prepare performance reports of achievement of goals and objectives. |
| Gov | Shared | Ops | 8. Monitor achievement of goals and objectives. |
| Gov | Shared | Ops | 9. Conduct surveys of the community and/or constituents. |
| Gov | Shared | Ops | 10. Determine fees. |
| Gov | Shared | Ops | 11. Plan program schedules. |
| Gov | Shared | Ops | 12. Provide learning opportunities for volunteer. |
| Gov | Shared | Ops | 13. Provide policy to reflect sound utilization of resources and ensures the health and well-being of the membership. |
| Gov | Shared | Ops | 14. Develops fund raising strategies to generate necessary income to support programs. |
| Gov | Shared | Ops | 15. Recruits, develops, places, reassigns, and releases operational volunteers and employed staff. |
| Gov | Shared | Ops | 16. Maintain program records: prepare program reports. |
| Gov | Shared | Ops | 17. Prepare preliminary budget. |
| Gov | Shared | Ops | 18. Finalize and approve budget. |
| Gov | Shared | Ops | 19. Maintain expenditures within the budget during the year. |
| Gov | Shared | Ops | 20. Solicits contributions in correct support and/or capital campaigns. |
| Gov | Shared | Ops | 21. Ensures that donor's contributions are used wisely. |

| | | | |
|-----|--------|-----|---|
| Gov | Shared | Ops | 22. Acquire, holds, develops, manages or disposes of real and personal property. |
| Gov | Shared | Ops | 23. Orders and supervises handling of buildings, materials, tools and supplies. |
| Gov | Shared | Ops | 24. Evaluate board performance. |
| Gov | Shared | Ops | 25. Ensure financial controls are in place and being monitored. |
| Gov | Shared | Ops | 26. Ensure appropriate financial records are maintained. |
| Gov | Shared | Ops | 27. Has primary fiduciary responsibility and can be held liable for failing to exercise control of that area of responsibility. |
| Gov | Shared | Ops | 28. Ensures effective, efficient and uninterrupted management of the council. |
| Gov | Shared | Ops | 29. Employ and direct the work of the staff. |
| Gov | Shared | Ops | 30. Conduct performance review of the staff. |
| Gov | Shared | Ops | 31. Interpret Girl Scouts to the community. |
| Gov | Shared | Ops | 32. Ensure compliance with the GSUSA charter requirements. |
| Gov | Shared | Ops | 33. Safeguard the not for profit status. |
| Gov | Shared | Ops | 34. Appoint board committee members. |
| Gov | Shared | Ops | 35. Abstain from any action that might lead to or be perceived as conflict of interest. |
| Gov | Shared | Ops | 36. Plan agenda for board meetings. |
| Gov | Shared | Ops | 37. Plan and propose committee organization. |
| Gov | Shared | Ops | 38. Sign legal documents. |
| Gov | Shared | Ops | 39. Follow up to ensure implementation of board and committee decisions. |

Robert's Rules of Order is the informal short title of a book containing rules of order intended to be adopted for use by a deliberative assembly (such as a board or committee meeting). Created by U.S. Army Major Henry Robert or a set of procedures prescribed by and loosely modeled after those used in the United States House of Representatives. It is a set of parliamentary rules that allow members of differing backgrounds to use as a method of conducting meetings in an orderly and fair manner.. The next page offers some examples of these rules that are frequently used in a council governance setting.

A Selection of Parliamentary Procedures

| To do this | Say this | May you interrupt the speaker? | Must you be seconded? | Is the motion debatable? | Is the motion amendable? | What vote is required? |
|--|--|---------------------------------------|------------------------------|---------------------------------|---------------------------------|----------------------------------|
| Adjourn the meeting | "I move that we adjourn." | No | Yes | No | No | Majority |
| Recess the meeting | "I move that we recess until..." | No | Yes | No | Yes | Majority |
| Complain about noise, temperature, etc. | "Point of privilege" | Yes | No | No | No | No vote required (chair decides) |
| Suspend further consideration of something | "I move we table it." | No | Yes | No | No | Majority |
| End Debate | "I move the previous question." | No | Yes | Yes | Yes | Two Thirds |
| Postpone consideration of something | " I move we postpone this matter until" | No | Yes | Yes | Yes | Two Thirds |
| Have something studied further | "I move we refer this to committee." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move that this motion be amended by" | No | Yes | Yes | Yes | Majority |
| Introduce a primary motion | "I move that..." | No | Yes | Yes | Yes | Majority |
| Object to a procedure or personal affront | "Point of order..." | Yes | No | No | No | No vote required (chair decides) |
| Request information | "Point of information" | Only if urgent | No | No | No | No vote required |
| Ask for a vote by actual count | "I call for a division of the house." | No | No | No | No | Majority |

| To do this | Say this | May you interrupt the speaker? | Must you be seconded? | Is the motion debatable? | Is the motion amendable? | What vote is required? |
|--|---|---------------------------------------|------------------------------|---------------------------------------|---------------------------------|---|
| Object to considering something | "I object to consideration of this question." | Yes | No | No | No | Two Thirds |
| Take up a matter previously tabled. | "I move we take from the table..." | No | Yes | No | No | Majority |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | No | Yes | No | No | Two Thirds |
| Vote on a ruling by the chair | "I appeal the chair's decision." | Yes | Yes | Yes | No | Majority in negative required to reverse chair's decision |
| Take up a matter previously tabled. | "I move we take from the table..." | No | Yes | No | No | Majority |
| Reconsider something already defined or in place | "I move that we now (or later) reconsider our action relative to" | Yes | Yes | Only if original motion was debatable | No | Majority |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | No | Yes | No | No | Two Thirds |
| Vote on a ruling by the chair | "I appeal the chair's decision." | Yes | Yes | Yes | No | Majority in negative required to reverse chair's decision |

ACTION INQUIRY

To be used to document issues or concerns from Counties to the Board of Directors

Area _____ Date _____

Part I to be completed by County Delegate

Part I

From County Delegate _____ Phone _____

Address _____

Email address _____

To County Convener _____

Nature of inquiry or concern _____

Part II

County Convener: Keep one copy, mail one copy to Delegate Vice Chair of Board

Received by County Convener _____
Date

Forwarded to Delegate Vice Chair of Board _____
Date

Referred by Delegate Vice Chair of Board to _____ Chair _____ CEO

Received by Chair _____
Date

Received by CEO _____
Date

NCCP: 12-08

Delegate Distribution Formula

[Geographic: 1 per county] +

[Membership: 1 @ 250 2 @ 750 3 @ 1500 4 @ 2500 5 @ 4000 6 @ 600]

| | Total Girl | Geographic | Membership | Total | Adult Member |
|---------------|--------------|------------|------------|-----------|--------------|
| Beaufort | 285 | 1 | 1 | 2 | 78 |
| Bladen | 707 | 1 | 1 | 2 | 55 |
| Brunswick | 434 | 1 | 1 | 2 | 149 |
| Carteret | 523 | 1 | 1 | 2 | 85 |
| Chatham | 306 | 1 | 1 | 2 | 129 |
| Columbus | 311 | 1 | 1 | 2 | 59 |
| Craven | 758 | 1 | 2 | 3 | 148 |
| Cumberland | 2600 | 1 | 4 | 5 | 777 |
| Duplin | 482 | 1 | 1 | 2 | 75 |
| Durham | 2130 | 1 | 3 | 4 | 664 |
| Edgecombe | 261 | 1 | 1 | 2 | 61 |
| Franklin | 383 | 1 | 1 | 2 | 103 |
| Granville | 506 | 1 | 1 | 2 | 73 |
| Greene | 97 | 1 | 0 | 1 | 6 |
| Halifax | 455 | 1 | 1 | 2 | 50 |
| Harnett | 900 | 1 | 2 | 3 | 157 |
| Hoke | 474 | 1 | 1 | 2 | 64 |
| Johnston | 1666 | 1 | 3 | 4 | 474 |
| Jones | 121 | 1 | 0 | 1 | 0 |
| Lee | 455 | 1 | 1 | 2 | 112 |
| Lenoir | 443 | 1 | 1 | 2 | 81 |
| Martin | 183 | 1 | 0 | 1 | 39 |
| Moore | 708 | 1 | 1 | 2 | 303 |
| Nash | 481 | 1 | 1 | 2 | 147 |
| New Hanover | 1299 | 1 | 2 | 3 | 410 |
| Northampton | 29 | 1 | 0 | 1 | 0 |
| Onslow | 1122 | 1 | 2 | 3 | 495 |
| Orange | 953 | 1 | 2 | 3 | 507 |
| Pamlico | 19 | 1 | 0 | 1 | 13 |
| Pender | 291 | 1 | 1 | 2 | 138 |
| Person | 205 | 1 | 0 | 1 | 102 |
| Pitt | 941 | 1 | 2 | 3 | 238 |
| Richmond | 516 | 1 | 1 | 2 | 51 |
| Robeson | 956 | 1 | 2 | 3 | 89 |
| Sampson | 1506 | 1 | 3 | 4 | 99 |
| Scotland | 343 | 1 | 1 | 2 | 66 |
| Vance | 215 | 1 | 0 | 1 | 54 |
| Wake | 5820 | 1 | 5 | 6 | 3089 |
| Warren | 81 | 1 | 0 | 1 | 23 |
| Wayne | 1047 | 1 | 2 | 3 | 168 |
| Wilson | 501 | 1 | 1 | 2 | 94 |
| | 26 | | | | 204 |
| TOTALS | 31539 | 41 | 54 | 95 | 9729 |

Governance and Operations Exercise - Circle the Roles for the tasks listed below Answers

| | | | |
|------------|---------------|------------|---|
| Gov | Shared | <u>Ops</u> | 1. Has final decision on specific increments and salaries for staff. |
| Gov | Shared | <u>Ops</u> | 2. Direct the process of planning. |
| Gov | <u>Shared</u> | Ops | 3. Provide input to the long range plans. |
| <u>Gov</u> | Shared | Ops | 4. Approve the long range plan. |
| Gov | Shared | <u>Ops</u> | 5. Formulate annual objectives. |
| <u>Gov</u> | Shared | Ops | 6. Approve annual objectives. |
| Gov | Shared | <u>Ops</u> | 7. Prepare performance reports of achievement of goals and objectives. |
| Gov | <u>Shared</u> | Ops | 8. Monitor achievement of goals and objectives. |
| Gov | Shared | <u>Ops</u> | 9. Conduct surveys of the community and/or constituents. |
| Gov | Shared | <u>Ops</u> | 10. Determine fees. |
| Gov | Shared | <u>Ops</u> | 11. Plan program schedules. |
| Gov | Shared | <u>Ops</u> | 12. Provide learning opportunities for volunteers. |
| <u>Gov</u> | Shared | Ops | 13. Provide policy to reflect sound utilization of resources and ensures the health and well-being of the membership. |
| <u>Gov</u> | Shared | Ops | 14. Develops fund raising strategies to generate necessary income to support programs. |
| Gov | Shared | <u>Ops</u> | 15. Recruits, develops, places, reassigns, and releases operational volunteers and employed staff. |
| Gov | Shared | <u>Ops</u> | 16. Maintain program records: prepare program reports. |
| Gov | Shared | <u>Ops</u> | 17. Prepare preliminary budget. |
| <u>Gov</u> | Shared | Ops | 18. Finalize and approve budget. |
| Gov | Shared | <u>Ops</u> | 19. Maintain expenditures within the budget during the year. |
| Gov | <u>Shared</u> | Ops | 20. Solicits contributions in correct support and/or capital campaigns. |
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| <u>Gov</u> | Shared | Ops | 28. Ensures effective, efficient and uninterrupted management of the council. |
| Gov | Shared | <u>Ops</u> | 29. Employ and direct the work of the staff. |
| Gov | Shared | <u>Ops</u> | 30. Conduct performance review of the staff. |
| Gov | <u>Shared</u> | Ops | 31. Interpret Girl Scouts to the community. |
| Gov | Shared | Ops | 32. Ensure compliance with the GSUSA charter requirements. |
| <u>Gov</u> | Shared | Ops | 33. Safeguard the not for profit status. |
| <u>Gov</u> | Shared | Ops | 34. Appoint board committee members. |
| <u>Gov</u> | Shared | Ops | 35. Abstain from any action that might lead to or be perceived as conflict of interest. |
| Gov | <u>Shared</u> | Ops | 36. Plan agenda for board meetings. |
| Gov | <u>Shared</u> | Ops | 37. Plan and propose committee organization. |
| <u>Gov</u> | Shared | Ops | 38. Sign legal documents. |
| <u>Gov</u> | Shared | Ops | 39. Follow up to ensure implementation of board and committee decisions. |



VOLUNTEER POSITION DESCRIPTION AND AGREEMENT

DELEGATE

PURPOSE: To act as the link between the county constituents and the board of directors in the communication and understanding of policy recommendations and decisions and act as corporate members in the transaction of the business of the Council.

ACCOUNTABILITY: Elected by and accountable to the County Constituents

TERM: Two years, no more than three consecutive terms

DUTIES AND RESPONSIBILITIES:

- Attend annual Council meetings, regular and special (if called), to fulfill the responsibility as a member of the corporation and to report on said meetings to the county constituents at the next meeting
- Act upon reports of the board of directors, give guidance to the board, amend the Articles of Incorporation and Bylaws, take all other action requiring membership vote and conduct other business as may require action.
- Serve as a resource to the county convener through active contact with the membership in the total county area and through participation in the county business and the planning of county meetings.
- Assist the county convener in communicating and interpreting the issues and policy decisions of the board of directors to the membership and in relating the reaction and concerns of the membership to the board of directors.
- Inform the county convener if she/he cannot attend a Council meeting. In that event, the county convener shall appoint an elected alternate Member-at-Large to fill the absence or vacancy and to report on the meeting to the county membership at their next meeting.

QUALIFICATIONS:

- Registered adult member of Girl Scouts of the USA. Completed volunteer application.
- Commitment to the principles of the Girl Scout movement as set forth in the Promise and Law.
- Understanding and acceptance of the provisions of the GSUSA policies and standards and Girl Scouts – North Carolina Coastal Pines Operational Policies, standards and procedures.
- Willingness and ability to give the time necessary to accomplish the purpose of the position.
- Ability to communicate effectively with adults and convey varying points of view and to participate with others in making decisions.
- Support and assist the respective teams to achieve the Council's fund development goals.
- Ability to work with people of all faiths, education, religion, races/ethnicities, and socio-economic backgrounds.

Girl Scouts of the USA Mission Statement: "Girl Scouting builds girls of courage, confidence, and character who make the world a better place."



VOLUNTEER POSITION DESCRIPTION AND AGREEMENT

COUNTY CONVENER

Purpose: To serve as the convener of the county and to ensure that the county fulfills its responsibilities as outlined in the Bylaws, Article II, Section 9.
Accountability: Board Vice-Chair of Delegates and the Membership of the County
Term: Two years and no more than three consecutive terms

Duties and Responsibilities:

- Guide the county in reviewing and discussing proposed plans, policies and other matters referred to the county by the board of directors.
- Promote understanding of the structure and function of the Council among the county membership (including outreach, Juliette Scouts, etc) and the community.
- Relay county’s proposals and concerns to the board of directors through the delegate vice-chair.
- Plan and preside at county meetings as provided for in the Council Bylaws.
- Guide the members in their responsibilities in the election of delegates to the Council.
- Participate in meetings of the county conveners called by the delegate vice-chair.
- Designate alternate delegate to fill delegate absence or vacancy.
- Submit to the delegate vice-chair a complete list of: (a) delegates and alternate delegates
- Perform such other duties as may be delegated by the delegate vice-chair.

Qualifications:

- Belief in the aims and purpose of the Girl Scouts of the U.S.A. as stated in the Promise and Law.
- Registered, active member of Girl Scouts of the U.S.A.
- Administrative skills.
- Support and assist the respective teams to achieve the Council’s fund development goals.
- Ability to work well with people of diverse backgrounds and experiences.
- Ability to arrive at decisions and the face their implications.
- Able to make a commitment of the time and resources to devote to the functions of the office.

Time Commitment Required:

- Delegate training
- County Delegate meeting (twice yearly)
- Annual council meeting

Reports Required:

- County election results

Place Where Volunteer Tasks Will Be Conducted: To be determined

I agree to carry out the purpose and accept the responsibility as described in this position description.

Signature

Date

Date Elected - _____

Term - 1st 2nd 3rd



VOLUNTEER POSITION DESCRIPTION AND AGREEMENT

ALTERNATE DELEGATE

PURPOSE: To act as the county delegate in the event of a vacancy among the delegates of the county,

ACCOUNTABILITY: Elected by the County Constituents

TERM: Two years, no more than three consecutive terms

DUTIES AND RESPONSIBILITIES:

- Attend annual Council meetings, regular and special(if called), in order to be available to fill an absence among the delegates.
- Act upon reports of the board of directors, give guidance to the board, amend the Articles of Incorporation and Bylaws, take all other action requiring membership vote and conduct other business as may require action.
- Serve as a resource to the county convener through active contact with the membership in the total county area and through participation in the county business and the planning of county meetings.
- Assist the county convener in communicating and interpreting the issues and policy decisions of the board of directors to the membership and in relating the reaction and concerns of the membership to the board of directors.
- Inform the county convener if she/he cannot attend a Council meeting. In that event, the county convener shall appoint an elected alternate Member-at-Large to fill the absence or vacancy and to report on the meeting to the county membership at their next meeting.

QUALIFICATIONS:

- Registered adult member of Girl Scouts of the USA., completed volunteer application.
- Commitment to the principles of the Girl Scout movement as set forth in the Promise and Law.
- Understanding and acceptance of the provisions of the GSUSA policies and standards and Girl Scouts – North Carolina Coastal Pines Operational Policies, standards and procedures.
- Willingness and ability to give the time necessary to accomplish the purpose of the position.
- Ability to communicate effectively with adults and convey varying points of view and to participate with others in making decisions.
- Support and assist the respective teams to achieve the Council’s fund development goals.
- Ability to work with people of all faiths, education, religion, races/ethnicities, and socio-economic backgrounds.

Girl Scouts of the USA Mission Statement: “Girl Scouting builds girls of courage, confidence, and character who make the world a better place.”

|

“I AM A DELEGATE” QUIZ

For each of the following questions, circle the letter of the answer that best answers the question.

1. Select from the list below 3 of the basic responsibilities of a delegate:
 - A. Attend the Annual Meeting
 - B. Find ways to improve program and services
 - C. Communicate between the county membership and the board
 - D. Conduct performance reviews of the staff
 - E. Participate in the County Delegate Meetings
 - F. Assign members to participate in board committees

2. Which of the following is not a purpose of an alternate delegate:
 - A. Attend the Annual Meeting
 - B. Participate in the County Delegate Meetings
 - C. Be available to fill absence in the board
 - D. Be available to fill absence in county delegation

3. Who is responsible for submitting to the Delegate Vice-Chair of the Board a list of delegates and alternate delegates?
 - A. Delegate
 - B. County Convener
 - C. Alternate Delegate
 - D. Chief Executive Officer

4. Who keeps records of the minutes of all county meetings and submits them to the Delegate Vice-Chair?
 - A. Alternate Delegate
 - B. Delegate
 - C. Membership Director
 - D. County Convener

5. What body is responsible for adopting council bylaws?
 - A. County Delegates
 - B. Staff
 - C. Board of Directors
 - D. Corporation

6. What body establishes the geographic subdivisions within the council?
 - A. The County Delegates
 - B. Staff
 - C. Board of Directors
 - D. Corporation

7. What body formulates the corporate goals?
 - A. The Counties
 - B. Staff
 - C. Board of Directors
 - D. Corporation

8. What body adopts the agenda for the annual meeting?
 - A. The Counties
 - B. Staff
 - C. Board of Directors
 - D. Corporation

9. What is the name of the corporation?
 - A. East North Carolina Girl Scout Council
 - B. Pines Of Coastal Carolina Girl Scout Council
 - C. Girl Scouts - North Carolina Coastal Pines
 - D. Girl Scouts – East Carolina

10. The term for delegates and alternate delegates is:
 - A. a term of two (2) years and for no more than three (3) consecutive terms
 - B. a term of one (1) year and for no more than three (3) consecutive terms
 - C. a term of two (2) years and for no more than two (2) consecutive terms
 - D. a term of three (3) years and for no more than two (2) consecutive terms

11. Can a girl who is 14 or over serve as a delegate?
 - A. Yes
 - B. No

12. Which of the following is not a role of the Board Development Committee:
 - A. Prepare a slate of nominations for officers
 - B. Prepare a slate of nominations for board members
 - C. Prepare a slate of nominations for county delegates
 - D. Prepare a slate of nominations for national council delegates

13. Who designates Alternate Delegates to serve as a Delegate?
 - A. Membership Director
 - B. Delegate Vice-Chair
 - C. County Convener

14. How is the number of delegates for a county derived?
 - A. Based on the total population of a county
 - B. One delegate for each county plus delegates based on county Girl Scout membership
 - C. One delegate for each county plus delegates based on the council Girl Scout membership

15. Which of the following is not a Governance Role?
 - A. Approve the long range plan
 - B. Employ and direct the work of the staff
 - C. Finalize and approve budget
 - D. Evaluate board performance

16. Which of the following is not an Operations Role?
 - A. Train volunteer leaders
 - B. Ensures that donor’s contributions are used wisely
 - C. Maintain program records: prepare program reports
 - D. Conduct performance review of the staff

17. Can an employee of the council be a member of a County?
 - A. Yes
 - B. No

18. The county delegates can bring an issue to the board of directors by:
 - A. Calling the Chief Executive Officer on the phone
 - B. Email to the delegate vice chair
 - C. Submit a single slate of alternatives to the board development committee
 - D. Use of the Action Inquiry document

19. What body adopts and ranks the corporate goals?
 - A. The Counties
 - B. Staff
 - C. Board of directors
 - D. Corporation

20. Who is responsible for planning and presiding at the county meeting to elect new delegates?
 - A. Board of directors
 - B. Chief Executive Officer
 - C. County Convener
 - D. County constituency

21. Based on the information in this handbook, do you feel confident in your ability to perform your duties as a council delegate?
 - A. Yes
 - B. No
 (if no, please comment below)

Comments

(Please provide feedback regarding county issues, concerns or comments. Thank you!)

**Please email this delegate quiz to volunteerservices@nccoastalpines.org
 Or mail to: GS-NCCP PO Box 91649 Raleigh NC 27675 ATTN Volunteer Services**

Name _____ Volunteer Position _____

County _____