

Volunteer Position Description:

Association Chair

Purpose: The Association Chair coordinates Service Unit Delegate elections within their association and facilitates an open communication channel between the GSCB Board of Directors via the Director of Volunteer Engagement and the Association Members.

Commitment To:

- Service Unit Delegates
- Service Unit Members
- Girl Members
- GSCB

Duration: The Association Chair shall be appointed for a term of two years, beginning July 1, and ending June 30 two years hence, or until a successor is appointed, and shall serve for no more than two consecutive terms.

Responsibilities & Duties:

- As states by the bylaws
 - Guide the members of the Association in their responsibilities.
 - Contact Service Unit Managers (SUMs) to encourage participation in the meeting.
 - Participate in the Annual Council Meeting.
 - Convene, if necessary, the Delegates of the Association to inform them about issues to be considered.
 - Carry out such other duties as may be requested by the board of Directors.
 - Contact Service Unit Managers (SUMs) regarding the election of Delegates/Alternates.
- Specific Duties
 - Lead Association meetings in partnership with the CEO, Board Chair, Board Liaison, Governance, and Staff member(s).
 - Contact SUMs regarding the election of Delegates/Alternates to ensure Service Unit Delegate Election Forms are submitted in a timely manner.
 - Submit items to the Board, as directed by the Association, to be considered for inclusion on the Annual Meeting agenda.
 - Attend and vote in the Annual Meeting in April
- Association Meeting Duties
 - An agenda & talking points will be provided prior to the meeting by your Liaison.
 - Meetings will be held virtually (via Zoom) and recorded. Staff, Association Chair Liaison, Board Member Liaison, and CEO will be in attendance.
 - Association Chair will
 - Designate someone to take notes.
 - Start on time with welcome and introductions.
 - Review the Role of the Association.
 - Review the role of the Delegate/Alternate.
 - Make sure the meeting stays on schedule and focused on Governance.
 - Submit notes to governance@cbgsc.org

Training Requirements:

- gsLearn training “200: GSCB Association and Service Unit Delegate Orientation”

General Requirements:

- Current membership with Girl Scouts of the Chesapeake Bay.
- Must be 14 years of age or older
- Successfully completed the volunteer screening process, including background checks, training, and additional steps, as necessary.
- Understanding of the council structure
- Ability to consider actions and how they support and impact the well-being of council
- Time to attend and participate in council meetings as necessary.
- Knowledge of or willingness to learn GSCB council bylaws.
- Maintain confidentiality.
- Access, ability, and willingness to utilize technology, including an active email address.
- Behave in a manner that upholds the Girl Scout Promise & Law in all interactions with the public, Girl Scout members, and GSCB staff.

By accepting any volunteer position with Girl Scouts of the Chesapeake Bay, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff, while serving as a volunteer.