



Role of Council Association Chair

Association Chair Liaison: **Sindy Rodriguez**, Governance & Office of the CEO
srodriguez@cbgsc.org
302-456-7150 ext. 160

Primary Duties as Stated in our 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 if their Delegate worksheets aren't submitted on time.
- 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 Meetings

- Association meetings are held at least one time each year, within a time cycle determined by the Board of Directors. A 2nd meeting may be held at the discretion of the Chair.
- Six Associations – six meetings, giving everyone options for attendance. Meeting dates are emailed to all Delegates/Alternates, Association Chairs, SUMs, and Board members. The meeting dates and times are also advertised in the program e-blasts and on the GSCB website.
- Special meetings may be called by the Association Chair, or at the request of the Board of Directors, or upon written request to the Association Chair of one more than fifty percent of the Delegates of the Association. The only business that shall be transacted is that for which the meeting has been called.

Association Chair FAQs

- GSCB has six Associations - each has a Chair who is recommended by the Association members, reviewed by staff, and appointed by the Board Chair.
- The Association Chair term is two years, beginning on July 1 and ending June 30 two years hence, or until a successor is appointed.
- The Association Chair serves for no more than two consecutive terms unless a successor cannot be found.

Association	Chair	Service Units Assigned
I	Barbara Lazenby	89
II	Beth Mayson	6, 7, 10, 14, 15, 97
III	Terri Mullikin	4, 34, 36, 88
IV	Deni Matz	11, 12, 13, 30, 31, 33
V	Shari Bayliff	1, 2, 18, 19, 39, 45
VI	Joan Pzwyara	24, 25, 679



Association Meeting Structure/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.
- You will need to:
 - 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.

After the meeting...

- Please submit your notes to your Association Chair Liaison, Sindy Rodriguez, at srodriguez@cbgsc.org within one week.
- The recording of the association meeting, notes, attendees for all meetings will be posted on GSCB's website (a link will be provided).