

Lead Delegate

Volunteer Position Description

APPOINTED BY:	Service Unit Membership
RESPONSIBLE TO:	Council Executive Office and Service Unit Membership
TERM:	One Year, renewable annually
TENURE:	May be elected for three consecutive years, but must wait one year before being eligible for re-election. During this year, a former Delegate or Lead Delegate is not eligible to serve as an alternate.
PURPOSE:	To participate in the governance and management processes of the Council.

Responsibilities:

Elections

- Ensure that the Service Unit Manager holds the election of Delegates and alternates at the Service Unit Meeting in April of each year.
- Inform any Service Unit members nominated as Delegates of their eligibility for re-election.
- Act as secretary at the elections by recording the names, addresses, telephone numbers and email addresses of the elected Delegates and alternates in the Service Unit.
- Notify those elected as Delegates and alternates no later than ten (10) business days following election.
- Give the Council Executive Office the results of the election immediately following the meeting.

Training

- Attend Delegate training in order to understand the governance and management process. You only need to attend Delegate training once, in a 3 year period.
- Ensure that Delegate training is conducted each year for any new delegates unable to attend the council training. The agreed time will be determined by the Service Unit Manager and lead Delegate. This training should take place between August following the elections and the October Open Membership Meetings.
- Maintain Delegate training attendance records.

Record Keeping

- Maintain all records of those serving as Delegates and transfer those records to the next elected lead Delegate. These records should be maintained for five (5) years.
- Keep records of Delegate and alternate attendance at Delegate training, Open Membership Meetings and Annual Meeting.

Open Membership Meeting

- By the September Service Unit meeting, gather three priority items to present to the Council Executive Office prior to or at the Open Membership Meetings.
- Submit in writing to the Council Executive Office any recommendations for discussion at the Open Membership Meetings at least 30 days in advance. Agenda items should be for the good of the entire council rather than purely for local interests.
- Attend one Open Membership Meeting in October and share the information gathered with the Service Unit.

Annual Meeting

- Submit in writing any items for consideration and inclusion in the Annual Meeting agenda to the Council Executive Office by February 15th.
- Recommend any changes to the Articles of the Incorporation and Bylaws to the Board of Directors by February 15th.
- Contact each Delegate before the Annual Meeting to confirm their attendance.
- Fill a Delegate vacancy with an alternate for attendance at the Annual Meeting.
- Attend the Annual Meeting in March/April.
- Elect annually the Board of Directors and the Board Development Committee. Elect the Council's National Delegates every three years.
- Share communications from the Council's President and CEO, the Annual Meeting Delegate packet, and the information gathered at the Annual Meeting with Service Unit membership.

Other Responsibilities

- Be the voice of the Service Unit and present suggestions on policy, strategic plans and Council goals in writing to the Council Executive Office.
- Submit any recommendations or concerns of an operational nature to the Council Executive Office.
- Following Annual Meeting, present Service Unit recognition pins to each Delegate who meets the pin requirements.
- Conduct other business as may, from time to time, come before the Delegates.

Delegate Pin Requirements:

1. Attend Delegate training prior to the Open Membership Meetings in October.
 2. Attend one Open Membership Meeting and share information with the Service Unit.
 3. Attend the Annual Meeting in March/April and share information with the Service Unit.
- Pins will be presented to Delegates who have fulfilled all requirements stated above.

Qualifications:

1. Must be a registered member of Girl Scouts, Hornets' Nest Council.
2. Must be eighteen (18) years of age at the time of election.