

Service Unit Delegate Position Description

Summary:

The Service Unit Delegate is a volunteer who communicates between the Board of Directors and the service unit. The delegate communicates policy questions, concerns, and suggestions from the service unit to the Board of Directors and CEO, and in turn communicates the discussion results back to the service unit. The delegate also serves as a voting member at the Council's Annual Meeting.

Reports To:

SUD-Bud

Responsibilities:

- Shares knowledge, questions, and concerns with a positive and flexible approach
- Works in partnership with volunteers and community members
- Follow *Safety-Wise*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

- **Meetings**
 - Prepare for and attend all service unit meetings of the service unit represented
 - Make arrangements for an alternate delegate to be at the service unit meeting when unable to attend
 - Request agenda time at appropriate service unit meetings to lead discussions on questions, concerns, and suggestions members would like communicated to the Board of Directors and CEO
 - Attend two (2) area Town Meetings annually; one (1) Spring and one (1) Fall
 - Make arrangements for an alternate delegate to represent the service unit at Town Meetings when unable to attend
 - Attend delegate trainings

- **Annual Meeting**
 - Attend Annual Meeting to elect board members, nominating committee members, and to vote on other business as necessary

- **Collective Delegates responsibilities (as defined by the bylaws):**
 - Communicate policy questions, concerns, and suggestions from the service unit to the Board of Directors and CEO
 - Communicate discussion results from the Board of Directors and CEO to the service unit
 - Serve as voting members at Council's Annual Meeting
 - Conduct other business as deemed to be in the general interest of GSU

Qualifications:

- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Maintain knowledge of current Girl Scout programs and staff
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Be at least 14 years of age and display mature judgment
- Understand the difference between policy governance and operational issues

- Share resources, talents, and expertise with the corporation, including contacts for financial support
- Serve as an ambassador to the community and monitor the public image of GSU
- Identify individuals for potential membership on the Board and its committees and refer names to Nominating Committee
- Complete appropriate training courses

Benefits:

- Opportunity to make a positive difference in the lives of today's girls
- Networking and developing lifelong adult Girl Scout friends
- Personal growth and development of skills
- Sense of contribution and accomplishment

**Girl Scouts of Utah
Volunteer Position Agreement**

This agreement outlines the mutual responsibilities of Girl Scouts of Utah and the Service Unit Delegate.

Name	Volunteer Position	
Home Phone Number	Service Unit	Membership Year
Cell Phone Number	E-Mail	

The Volunteer Agrees To:

- Meet membership requirements and register as a member of the Girl Scout Movement
- Submit a GSU Criminal Background Release form and a GSU Volunteer Application Form
- Complete position-related training
- Support the purpose and values of the Girl Scout Movement and comply with GSU and GSUSA policies and standards.
- Be supportive of the council, its activities, and goals
- Meet with Service Unit and council staff on a regular basis for ongoing support and evaluation
- Hold all personal information of members confidential and understand any unauthorized disclosure or distribution of such data for any reason other than Girl Scout use is prohibited

The Council Agrees To:

- Meet membership requirements and register as a member of the Girl Scout Movement
- Provide a position description
 - Provide the volunteer with a copy of the volunteer policies
 - Provide orientation to the position, the council, and the organization
 - Offer relevant training for the position
 - Carry liability insurance and supplementary accident insurance as part of the national membership
 - Provide ongoing support, guidance, and performance appraisal

Volunteer's Signature	Date	GSU Representative's Signature	Date
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Return the signed Volunteer Agreement to your Girl Services Director