

Service Unit Delegate Representative

Summary

The Service Unit Delegate Representative plays an important role by performing the duties of and supporting delegates within their service unit who provide a vital information link between local girls and volunteers, and the Girl Scouts of Utah Governing Board.

Responsibilities/Duties

- Serve as an adult delegate/alternate and offer input to the council and Board by attending:
 - Town Hall Meetings
 - Annual Business Meeting
- Attend and actively participate in regular service unit meetings to understand the needs and opinions of local girls and volunteers, and to convey messages and business from the Girl Scouts of Utah Board to the service unit.
- Encourage service unit participation in the delegate process by asking service unit team members to nominate and elect both girl and adult Service Unit Delegates.
- Understand the delegate position description and delegate responsibilities in order to support delegates in their roles.
- Ensure all delegates in service unit complete annual training through the council.
- Ensure delegates understand their role and participate in service unit meetings, Town Meetings, and Annual Meetings.
- Submit new delegate agreement(s) to council and update delegate/alternate information annually.

Benefits of Service

Marketable Skills

- Leadership
- Public Speaking - Facilitator
- Organization - Time Management
- Team Building
- Volunteer Coordination
- Personal Integrity
- Develop an understanding of the Girl Scouts of Utah governance process

Personal Enrichment

- Foster a greater understanding of the beliefs of the Girl Scout Movement
- Participate in a national and international organization
- Network opportunities
- Involvement opportunities in local, county and state activities
- Mentoring experience
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults

- Promote equality, diversity, antiracist and be an adaptable individual committed to building a forward-looking volunteer network

Skill Learning Opportunities

- Learn how to support others in having their voices heard
- Develop an understanding of how Robert's Rules of Order are utilized

Term of Appointment

Appointed by Membership Support Specialist and reappointment based on annual evaluation. This position is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah council, in conjunction with the service unit team, will perform an annual evaluation of each service unit team member.

Once appointed to the position, volunteer will receive an email with instructions on how to access Looker.* Volunteer will lose access to Looker once they leave the position.

Transition into or from the service unit positions take place in July-August. Whenever leaving this position, the volunteer needs to complete all outstanding position requirements and/or provide their Membership Support Specialist with details of all incomplete tasks/requirements and all related documents before departure. Service Unit debit card is given to Service Unit Finance Representative, if applicable.

Council Support

- Executive Assistant
- Membership Support Specialist
- Volunteer Support Manager
- Training & Development Coordinator
- Customer Care Department

Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Girl Scouts of Utah By-Laws
- GSUSA Blue Book
- Volunteer Essentials
- GSU Volunteer Essentials Policies
- Safety Activity Checkpoints
- Looker*

**Looker is an online program that Girl Scouts of Utah utilizes to obtain membership information. Girl Scouts of Utah is releasing restricted data to volunteers for their use in their Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such Girl Scout data may result in the termination of their volunteer service for Girl Scouts of Utah. Once a new volunteer has been appointed to a service unit position in our membership database (Salesforce), the next day they automatically have access to Looker. When a volunteer is removed from their position in Salesforce, their access is removed by the next day.*