



GIRL SCOUTS®

## Girl Scouts of the Jersey Shore

### POSITION DESCRIPTION

<b><u>POSITION TITLE:</u></b>	Service Unit Delegate Convener
<b><u>ACCOUNTABILITY:</u></b>	Service Unit Membership
<b><u>TERM:</u></b>	One Year. May serve a maximum of three consecutive terms. (Service Unit Manager may not serve as Delegate Convener)
<b><u>PURPOSE:</u></b>	To organize service unit delegates and encourage service unit involvement in the Council's democratic process.

### **RESPONSIBILITIES:**

1. Attends Delegate Training.
2. Adheres to the Girl Scouts of the USA and Girl Scouts of the Jersey Shore, Inc. policies, guidelines, standards and procedures.
3. Guides the members of the Service Unit in their democratic responsibilities.
4. Informs delegates about issues impacting Girl Scouting.
5. Plans, in consultation with the Service Unit Manager, the agenda, time, date and place of the designated Service Unit Meeting, held in the spring of each year.
6. Chairs the Service Unit Nominating Committee, including Service Unit Manager, and appoints a delegate to serve on the Service Unit Nominating Committee.
7. Participates in the Council's Annual Delegate Meeting.
8. Attends Delegate Conveners meetings.
9. Serves as a primary contact for the Service Unit Board's Liaison.
10. Attends Service Unit and service team meetings.
11. Performs other duties as assigned by the Board of Directors.

### **QUALIFICATIONS:**

1. Is a registered member of GSUSA.
2. Is an open-minded, flexible and enthusiastic individual who demonstrates knowledge of, or willingness to learn the democratic process..
3. Resides in, and is affiliated with the Service Unit for which the position is held.
4. Ability to develop working relationships with other volunteers.
5. Prior experience as a delegate.