



Girl Scout Alumnae Volunteer Position Descriptions

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Current Position Holders Year: 2019-2020

GSA Officer Positions	
Chair/Co-Chairs	Patti Fiske
Vice Chair	Amy Bowers
Treasurer	Carol McMillan
Secretary	Barbara Scheifler
Most Recent Retired Chair	Vorisia Henderson
GSA Appointed Positions	
Newsletter Editor, Designer & Graphic Artist	Normandie Ross
Membership & Database Manager	Elizabeth Smith
Historian	Jeanette Bemis
Web Page Manager	Kindra Mendall
Product Sales Manager	Marcia McGallian
Activity Chair	Michelle Luster
Delegate-at-Large (Council) (rotates between NorCal GSA chapters)	Michelle Luster
Council Liaison	Amy Burke Member Engagement Manager Girl Scouts of Northern California 1310 S. Bascom Ave, San Jose, CA 95128 408.287.4170 ext. 8011 ABurke@gsnorcal.org

If anyone currently holding any position is unable to complete their current term, or is ready to retire from an indefinite term role, please contact your GSA Chair/Co-Chairs as soon as possible, so other arrangements can be made.



Training & Resources

All positions and roles within this document, reference applicable training. Below you can find locations of where to access such training. If you are unsure about the training required for your role, please reach out to the GSA Chair.

Link	Web Address	Description
Volunteer Essentials	http://ve.gsnorcal.org/	All volunteer resources
Volunteer Learning Portal	https://training.gsnorcal.org/	First create an account. Once registered and logged in, scroll down and select: <ul style="list-style-type: none"> • Online Course Listing • In Person Course Listing • Resources Note: Service Unit courses may be more applicable to GSA than Troop courses
MONEY	http://ve.gsnorcal.org/mod/book/view.php?id=2&chapterid=1	Resources for Treasurer and money handling positions
Volunteer Essentials Safety Guidelines and Safety Activity Checkpoints	http://ve.gsnorcal.org/mod/book/view.php?id=2&chapterid=2	Health & Safety Standards/Policies, Resources for Event and Activity planning



Elected Officer Positions

CHAIR/CO-CHAIRS

PURPOSE	ELECTED BY	TERM
Lead and Support GSA	Membership during annual meeting	One year Renewable for a maximum of two years via the Nominating Committee and membership vote (see Succession below)

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Preside over all meetings of the membership and steering committee ● Appoint event chairs and committees members as necessary ● Appoint a Steering Committee soon after the Annual meeting and a Nominations Committee before the end of the Mid-Year meeting ● Set the Mid-Year Meeting, usually in Spring and secure the meeting location. Use best efforts to rotate the location of meetings to accommodate members' geography. ● Provide leadership and support to GSA members as needed ● Check in with appointed and elected position holders to ensure they have the training and resources they need to be successful in their roles ● If areas for improvement or clarification are identified, follow through with actions to drive change by following the proper channels, leading to a vote of the membership, if applicable ● In tandem with other officers, be the driving force within GSA ● Ensure meeting agendas are sent with reasonable advance notice to meeting attendees ● Provide applicable updates to the Newsletter Editor about GSA for newsletter publication ● Work with Treasurer, Executive Committee, Activity and Event Chairs to obtain event budgets and spending plans, to create and manage the annual GSA budget ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED	<ul style="list-style-type: none"> ● Adaptability - adjust, modify own behavior and remain



<p>QUALIFICATIONS</p>	<p>flexible and tolerant in response to changing situations and environments</p> <ul style="list-style-type: none"> ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
<p>SUCCESSION</p>	<ul style="list-style-type: none"> ● Ideally, the position of Chair will serve two consecutive terms, for a total of two years ● The year following the final term, will be served in the position of Most Recent Retired Chair ● When a new Chair is elected, the outgoing Chair should promptly hand over any applicable GSA documents or records (hard copy and/or electronic) to the incoming chair



VICE CHAIR

PURPOSE	ELECTED BY	TERM
Lead and Support GSA	Membership during annual meeting	One year. Renewable for a maximum of two years via the Nominating Committee and membership vote. (see Succession below)

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Assist and provide support during all meetings of the Membership and Steering Committee ● Help appoint Steering & Nominating Committees, chairs and committee members as necessary ● Help to provide leadership and support to GSA members ● Help to identify areas for improvement, clarification, and follow through with actions to drive change by following the proper channels, leading to a vote of the membership, if applicable ● In tandem with other officers, become the driving force within the GSA ● Help to ensure meeting agendas are sent with reasonable advance notice to meeting attendees ● Help to provide updates to the Newsletter Editor and Web Page Manager about the GSA for publication ● Serve as the Activity Chair in the event that this position is not already filled ● Work with Treasurer, Executive Committee, Activity and Event Chairs to obtain event budgets and spending plans, to create and manage the annual GSA budget ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Adaptability - adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails

SUCCESSION	<ul style="list-style-type: none">● Ideally, a person would be nominated and elected to Vice-Chair and then be nominated and elected to Chair, and then serve as Most Recent Retired Chair.<ul style="list-style-type: none">○ Example: If the current Chair is willing to serve a second term as Chair, then the current Vice Chair will also have the opportunity to serve a second year a Vice Chair, subject to nomination and membership vote.● When a new Vice Chair is elected, the outgoing Vice Chair should promptly hand over any applicable GSA documents or records (hard copy and/or electronic) to the Incoming Vice Chair
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TREASURER

PURPOSE	ELECTED BY	TERM
Maintains GSA treasury and ensures financial procedures are followed according to council and GSA guidelines	Membership during annual meeting	Two years Due to the sensitive nature of this role, the ideal candidate will be willing to serve up to two consecutive terms, totalling four years

RESPONSIBILITIES	
	<ul style="list-style-type: none"> ● Be an authorized signer for the GSA bank account ● Be a main point of contact for depositing into the GSA bank account ● Manage debit cards ● Maintain GSA bank account in accordance with GSUSA council guidelines <ul style="list-style-type: none"> ○ Oversee all financial income and expenses in a timely manner; such as deposits, payments and reimbursements ○ Balance and manage monthly statements, receipts, and records ○ Maintain GSA financial records, documents, and receipts pertaining to GSA business for a period of no less than three years. Shred documents that have passed the required time period ● Communicate and report GSA financial records to members and steering committee members during meetings, at least twice per year ● Work with Executive Committee, Activity and Event Chairs to obtain event budgets and spending plans, to create and manage the annual GSA budget ● The Treasurer shall be responsible for oversight and approval of all budgets for all committee events ● Complete GSA Financial Report Form and submit to GS Council by the due date annually ● The Treasurer shall keep accurate historical records of all receipts and disbursements ● The Treasurer and one other GSA officer shall approve all vouchers for payment of bills on behalf of the GSA ● In tandem with other officers, become the driving force within the GSA ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4) <p>NOTE: The fiscal year for GSA ends September 30 of each calendar year. A new term begins October 1st, the first day of the next fiscal calendar.</p>

<p>DESIRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> ● Effective oral and written communication skills ● Strong math skills and money handling experience ● Able to maintain accurate records, Excel or similar computer skills required ● Willingness to learn, facilitate and support GSA banking and budgeting process ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
<p>TRANSFER OF RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● When a new Treasurer is elected, the outgoing Treasurer should promptly hand over promptly hand over all GSA financial documents, records, reports and receipts (hard copy and/or electronic) for the past three years to the incoming Treasurer ● New signers must complete a Change of Signers Request Form for the GSA bank account



SECRETARY

PURPOSE	ELECTED BY	TERM
Maintain accurate record of GSA business	Membership during annual meeting	One year Renewable for a maximum of four terms via the Nominating Committee The ideal candidate will be willing to serve two to four consecutive terms

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Record and promptly distribute minutes of all alumnae membership meetings, including Steering committee meetings ● Ensure hard copies of most recent meeting minutes are available for all participants at the annual and mid-year meetings and maintain a permanent file of past minutes and bring to meetings ● Handle any correspondence for GSA, consult and assist other officers as needed ● Maintain and distribute as necessary a current copy of the GSA Operating Guidelines ● Liaise between the GSA and the Council Liaison with respect to the retention of records, papers, documents, and information in any form ● Work with the Membership & Database Manager to ensure notification to the general members and all Steering Committee members of all meetings ● In tandem with other officers, become the driving force within the GSA ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Adaptability - adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> ● When a new Secretary is elected, the outgoing Secretary should promptly hand over all GSA administrative documents and records (hard copy and/or electronic) to the incoming Secretary

MOST RECENT RETIRED CHAIR/CO-CHAIRS

PURPOSE	ELECTED BY	TERM
Support newly elected officers	Membership (to serve in an ex-officio capacity, the year after final term as Chair)	One year

RESPONSIBILITIES	<ul style="list-style-type: none"> • Be willing to attend and participate in Steering Committee meetings and serve as a voice of general members • Provide leadership and support to newly elected officers and appointed position holders as needed/requested • Have good communication skills and a willingness to participate in discussions with other members • Be committed to serving the diverse population of GSA • Be informed but not instructed regarding voting matters • Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> • Adaptability - adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. • Able to maintain confidentiality when sensitive issues arise • Current member of GSA and GSUSA in good standing • Ability and desire to work and serve people from diverse backgrounds • Demonstrates ability to communicate effectively and in a positive and welcoming manner • Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails



Appointed Officer Positions

NEWSLETTER EDITOR, DESIGNER & GRAPHIC ARTIST

PURPOSE	APPOINTED BY	TERM
Coordinate the creation and publication of GSA Newsletter and Membership Directories	GSA Steering Committee	Indefinite

RESPONSIBILITIES	<ul style="list-style-type: none"> • Create and publish the GSA Newsletter at least twice annually • Create, publish and coordinate printing of Membership Directories bi-annually • Reach out to members periodically to remind them to submit newsletter items • Set publication due dates and try to get members to honor them • Liaise with Web Page Administrator to ensure that newsletter stories and photos are also posted online • Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> • Strong knowledge of editing software, layouts, graphic design and printing • Current member of GSA and GSUSA in good standing • Ability and desire to work and serve people from diverse backgrounds • Demonstrates ability to communicate effectively and in a positive and welcoming manner • Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> • In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA logos and images to the new Newsletter Editor or the Chair at the end of the term or commitment.



MEMBERSHIP & DATABASE MANAGER

PURPOSE	APPOINTED BY	TERM
Maintain and update membership database, keep track of dues and lifetime membership payments, and sends out communications to GSA members	GSA Steering Committee	Indefinite

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Regularly maintains and updates electronic membership database and email distribution list ● Collects and tracks annual membership dues and lifetime membership payments ● Send reminders to members who have not yet paid dues ● Sends out all e-mail communication to the membership, including minutes, upcoming event notifications, and messages from officers and other members <ul style="list-style-type: none"> ○ For members who do not use email, the Database coordinator will mail updates to these members via USPS ● Reports membership status in Annual and Mid-Year Meetings and by request of officers ● Liaises with Treasurer to keep accurate books pertaining to event registration and membership dues ● Maintain the confidentiality of members' personal information, including details relating to financial aid and event health related requests ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> ● In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic) to the new Membership & Database Manager or the Chair at the end of the term or commitment



HISTORIAN

PURPOSE	APPOINTED BY	TERM
Document all events of GSA over time	GSA Steering Committee	Indefinite

RESPONSIBILITIES	<ul style="list-style-type: none"> • Keep a record of GSA's accomplishments and activities • Maintain the GSA Scrapbook which will contain all newsletters, general mailings, and relevant external publications and photographs • Ask members to also provide items for the scrapbook, especially for events that the Historian cannot attend • Periodically share the scrapbook at applicable events by having it on display for members to enjoy and reminisce • Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> • Current member of GSA and GSUSA in good standing • Ability and desire to work and serve people from diverse backgrounds • Demonstrates ability to communicate effectively and in a positive and welcoming manner • Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> • In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic) to the new Historian or the Chair at the end of the term or commitment



WEB PAGE MANAGER

PURPOSE	APPOINTED BY	TERM
Maintain and update GSA web page to facilitate good communication within the GSA organization	GSA Steering Committee	Indefinite

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Upload timely information about GSA events and business to the GSA web page ● Review web page on at least a bi-monthly basis to ensure all information is accurate and timely ● Follow best practices regarding publishing photographs, e-mail addresses, mailing addresses and other private information ● Liaise with Newsletter Editor to ensure that web stories and photos are also submitted for the newsletter ● Maintain the https://www.gsolumnorcal.org/ domain in GSA's ownership (i.e. handle annual renewal) ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Basic knowledge of website design and content submission ● Demonstrates ability to promote GSA by emphasizing the benefits to members and potential members ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> ● In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic), including website login credentials and applicable annual related costs to the new Web Page Manager or the Chair at the end of the term or commitment



PRODUCT SALES MANAGER

PURPOSE	APPOINTED BY	TERM
Maintain and update inventory of GSA wear and products available to members	GSA Steering Committee	Indefinite

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Maintain and store inventory of GSA wear and products that are available for purchase by members ● Handle cash, check and credit payments responsibly ● Liaise with Treasurer to hand over deposits and ensure access to credit card reports are provided for financial purposes ● Help to ensure all payments are accompanied by itemized documentation for ease in accounting ● Understand CheddarUp and its fee structure ● Attend (or delegate someone else to attend) events to sell GSA wear and products ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Financially responsible and comfortable working with large amounts of money ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> ● In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic) and GSA wear and/or products to the new Product Sales Manager or the Chair at the end of the term or commitment



MEMBER-AT-LARGE

PURPOSE	APPOINTED BY	TERM
Members-at-Large serve as voting members of the GSA Steering Committee	GSA Chair	One year

RESPONSIBILITIES	<ul style="list-style-type: none"> ● Be willing to attend and participate in Annual and Mid-Year Meetings ● Be willing to attend and participate in Steering Committee meetings and serve as a voice of general members ● Have good communication skills and a willingness to participate in discussions with other members ● Be committed to serving the diverse population of GSA ● Be informed but not instructed regarding voting matters ● Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> ● Adaptability - adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments ● Able to maintain confidentiality when sensitive issues arise ● Current member of GSA and GSUSA in good standing ● Ability and desire to work and serve people from diverse backgrounds ● Demonstrates ability to communicate effectively and in a positive and welcoming manner ● Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails



ACTIVITY CHAIR

The Vice Chair will serve as the Activity Chair in the event that this position is not already filled

PURPOSE	APPOINTED BY	TERM
Help to ensure the success of the GSA experience by providing support to Event Chairs to provide unique GSA program opportunities for members	GSA Steering Committee	One year Renewable

RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure Event Chairs are maintaining GSUSA and GSNorCal health, safety and policy standards relative to the event. See Volunteer Essentials, Safety Guidelines and Safety Activity Checkpoints • Provide guidance and direction to Event Chairs to work within a budget, completing pre and post budgets in a timely manner • Encourage Event Chairs to complete necessary forms, and coordinate communication to members in a timely manner and follow through on all plans made • Ensure event evaluations are conducted to gather feedback for future events • Liaise between Event Chairs, Treasurer, and Steering Committee • Initiate and coordinate new social gatherings and activities throughout term • Help to promote GSA activities and events • Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> • Able to plan, supervise, evaluate, communicate effectively, and delegate work to others allowing for creativity and freedom to function • Able to maintain confidentiality when sensitive issues arise • Current member of GSA and GSUSA in good standing • Ability and desire to work and serve people from diverse backgrounds • Demonstrates ability to communicate effectively and in a positive and welcoming manner • Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
TRANSFER OF RESPONSIBILITIES	<ul style="list-style-type: none"> • In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic) to the new Activity Chair or the Vice Chair at the end of the term or commitment.



EVENT CHAIR

PURPOSE	APPOINTED BY	TERM
Ensure the success of the GSA experience by managing the work of Event Committee members to provide unique GSA program opportunities for members	GSA Steering Committee	One year Renewable

INDIVIDUAL RESPONSIBILITIES	<ul style="list-style-type: none"> Adhere to health & safety standards as outlined in Volunteer Essentials, Safety Guidelines and Safety Activity Checkpoints Purchase Girl Scout insurance for events as applicable Motivate, organize and provide direction to others Partner with GSA members to plan events and develop the concepts and safety plan Complete necessary forms; submit on a timely basis and follow through on all plans made Understand and work within a budget, completing pre and post budgets with Activity Chair and Treasurer Recruit and manage an event committee, as needed Be present throughout the entire event Participate in GSNorCal trainings applicable to position (see Trainings & Resources on page 4)
IN PARTNERSHIP WITH THE EVENT COMMITTEE	<ul style="list-style-type: none"> Monitor, support, evaluate and celebrate the progress of the committee in achieving goals Ensure health, safety and policy standards are maintained Develop an emergency plan for the event in partnership with the Event First Aider (if applicable) and committee members Utilize community resources and experts to enhance the event if applicable Ensure the event committee roster is developed and updated as needed Available to attend required committee meetings for feedback, planning and to publicize the event After the event, solicit feedback to help plan future events
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> Attention to detail and the ability to plan simple to complex events by managing schedules, people, logistics, budget, etc. Able to plan, supervise, evaluate, communicate effectively, and delegate work to others allowing for creativity and freedom to function Able to maintain confidentiality when sensitive issues arise Current member of GSA and GSUSA in good standing Ability and desire to work and serve people from diverse backgrounds



	<ul style="list-style-type: none"> • Demonstrates ability to communicate effectively and in a positive and welcoming manner • Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails
<p>TRANSFER OF RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • In the event that the current position holder steps down, whether planned or unplanned, she/he should promptly hand over all relevant GSA documents and records (hard copy and/or electronic) to the new Event Chair or the Chair at the end of the term or commitment



Other Positions

GENERAL MEMBER

PURPOSE	APPOINTED BY	TERM
General members serve as voting members of the GSA Organization	Self-appointed with paid dues or a paid lifetime membership	One year Renewable by annual payment of dues, or Lifetime membership available

RESPONSIBILITIES	<ul style="list-style-type: none"> • Be willing to attend and participate in Annual and Mid-Year Meetings. • Possess a willingness to participate in discussions with other members • Be informed but not instructed regarding voting matters
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> • Current member of GSA in good standing • Adaptability - adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. • Ability and desire to work and serve people from diverse backgrounds



DELEGATE-AT-LARGE

PURPOSE	APPOINTED BY	TERM
The Delegate-at-Large serves as a voting member of the Council and is the link between the Girl Scouts of Northern California Board of Directors and the non-Service Unit constituent group she/he represents.	The Board of Directors shall appoint at least one and no more than 12 Delegates-at-Large who represent constituent groups established by the Council that are not Service Units.	One year term. There are no term limits for Delegates-at-Large
RESPONSIBILITIES	<p>The Girl Scouts of Northern California (GSNorCal) Bylaws, Article I, Section 5 define the Responsibilities of Voting Members as follows:</p> <ul style="list-style-type: none"> • Elect officers of the Council, directors-at-large of the Board of Directors, the members of the Board Development Committee and delegates to the National Council of GSUSA • Determine the strategic direction of the Council by receiving and responding to reports and information from the Board and give guidance to the Board • Amend Articles of Incorporation and Bylaws • Take all other action requiring a membership vote • Conduct such other business as may come before the Voting Members <p>Additionally the delegate shall:</p> <ul style="list-style-type: none"> • Be informed but not instructed regarding voting matters • Be available to participate in meetings of their constituent group to obtain input on governance issues and serve as a conduit between the members of the group and the Board of Directors • Obtain input and reactions to proposed plans and policies being considered by the Board of Directors for discussion at the Annual Meeting and any special meetings • Attend the Annual Meeting and any special meetings • Report to their constituent group on any action taken at the Annual Meeting or any special meetings 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Registered member of GSUSA, 14 years of age or older, residing in the Council, participating as an active member of one the identified council constituent groups 	
EXPECTATIONS	<ul style="list-style-type: none"> • Be committed to the beliefs and principles stated in the Girl Scout Promise and Law • Adhere to GSUSA Policies and Standards and the goals and objectives of GSNorCal • Be committed to serving the diverse population of GSNorCal • Be willing to take on-line training for the position • Be willing to attend the Annual Meeting • Have good communication skills and a willingness to participate in discussions with members 	