



## Association Chair Position Description

**Summary:** The By-Laws of Girl Scouts of Citrus provide that the Board of Directors establish geographic subdivisions, known as Associations, within the Council's jurisdiction. The By-Laws further stipulate that there be for each Association, a Chair and a Vice-Chair appointed by the Board Second Vice-Chair. The Association Chair will help to coordinate Community Delegate elections within their association and facilitate an open communication channel between the GSC Board of Directors via the Board Second Vice-Chair and the Association Members.

**Appointed By:** Second Vice-Chair of the Board (Field Liaison)

**Ratified By:** Board of Directors

**Appointed Term:** One year, May 1<sup>st</sup> - April 30<sup>th</sup>, unlimited terms

**Area of Responsibility:** Association Interface

**Staff Interface:** As assigned

### **Candidate Criteria:**

- Be a registered Girl Scout, age 14 years or older as of October 1st of membership year.
- Accept the principles, belief, and purpose of Girl Scouting.
- Understand cultural, social, and economic trends and their effect on Girl Scouting and its activities.
- Have sound judgment in weighing facts and issues for decision-making.
- Be willing and available to attend the annual meeting, trainings and all other meetings appropriate to the position as agreed to in the Position Agreement which must be signed and submitted within 30 days of appointment.

### **Responsibilities:**

#### **Communication**

- Meet with the Board Second Vice-Chair on a regular basis.
- Promote and maintain open communication with all Association Members.
- Refer names of qualified persons to the Board Development Committee.

#### **Council Annual Meeting**

- Attend and support the Council Annual Business Meeting.
- Perform registrar duties for Association attendees.
- Coordinate and host the Annual Business Meeting on a rotating basis.

#### **Association**

- Direct the work of the Board Second Vice-Chair and the Community Delegates.
- Educate and prepare Delegates for participation in the Annual Business Meeting.
- Coordinate and facilitate Association meetings and events.
- Receive Action Inquiries from Delegates and route to the Board Second Vice-Chair.

**Core Competencies:**

- **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:** Understands differences and embraces differences
- **Oral Communication:** Expresses ideas clearly and concisely
- **Personal Integrity:** Demonstrates honesty, credibility, and dependability

**Meetings, Reports and Requirements:**

- Membership registration
- Current Adult Application and Consent form on file
- Spring and Fall Forum
- Annual Business Meeting