



## Association Chair Position Description/Agreement

**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

### 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

\_\_\_\_\_  
Volunteer Association Chair Signature

\_\_\_\_\_  
Field Liaison, 2<sup>nd</sup> Vice-Chair of the Board Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

By signing the above agreement, you are adhering to the Girl Scouts of Citrus Volunteer Policies which can be found at [www.citrus-gs.org](http://www.citrus-gs.org).