



Association Vice-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 Vice-Chair will assist the Association Chair in carrying out his/her duties. Will serve as Association Chair for the remainder of the term should that position be vacated.

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

Ratified By: Board of Directors

Appointed Term: One year, May 1st - April 30th, unlimited terms

Area of Responsibility: Association Interface

Staff Interface: None

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.
- Support the Board Development Committee by referring qualified persons for elected positions.

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

- Educate and prepare Delegates for participation in the Annual Business Meeting.
- Coordinate and facilitate Association meetings and events.

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