



Association Vice-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 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, March 15th – March 14th, unlimited terms

Area of Responsibility: Association Interface

Staff Interface: None

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

Volunteer Association Vice-Chair Signature

Association Chair 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.