

Volunteer Position Description

Service Unit Delegates

Position Summary:

Service unit delegates are elected positions that represent their service unit (SU) at the Girl Scouts of Western Washington (GSWW) annual meeting. They elect our board members and national delegates and occasionally other council business. The different delegate positions are as follows: **lead delegate, delegate, youth delegate, alternate delegate, national Girl Scout delegate.**

Responsibilities:

Delegates shall be elected for a term of one year or until their successors are elected.

Lead Delegate

- Submit to council SU election date, time, and location at least 30 days prior to elections.
- Conduct the SU delegate elections (November/December) and submit results to council. by council issued deadline (early December).
- Ensure SU has the required number of delegates.
- Convene delegates ahead of the meeting to prepare any issues or questions.
- Reviews annual meeting packet and solicits SU input.
- Submit questions before the meeting to the annual meeting committee.
- Attends annual meeting in February.
- Votes in election of board of directors/national delegates.
- Reports and debriefs annual meeting to SU.

Delegate/ Youth Delegate

- Attends annual meeting.
- Votes in election of board of directors/national delegates.

Alternate Delegate

- Fulfills obligations if lead delegate or other elected delegates become unable to perform their duties.

Qualifications:

- **Leadership Skills:** Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.
- **Computer Skills:** Ability to use email, word processing software, and internet to communicate with SU and GSWW staff. Familiarity with virtual meeting platforms to attend annual meeting.
- **Other Requirements:**
 - Must be 14 years of age or older at time of annual meeting (February).
 - Maintain current Girl Scouts membership.
 - Reside in or be actively engaged in the SU.
 - Ability and willingness to meet the time commitments of the role.

Reports To:

- The lead delegate reports to GSWW staff.
- The adult, youth, and alternate delegates report to the lead delegate.

Marketable Skills:

- Microsoft Office
- Public speaking
- Election coordination
- Communication
- Leadership and motivational skills