



# GIRL SCOUTS OF GENESEE VALLEY, INC



## Council Delegate Homestudy Training

**The Homestudy and the Delegate Portfolio are updated yearly. This is the 2005-06 edition.**

These questions are not a test; their purpose is to help you think about how you can best carry out the responsibilities of your job. The training goal is to help Council Delegates understand their role in the democratic process of our Council. Both Council Delegates and Board members play an important part in this process. Knowing and using the Board / Delegate communication system is vital in making it work for the benefit of all members of GSGV. See Board/Delegate Communication Overview on page 3 of the Delegate *Portfolio*.

A Council Delegate Review Session will be held before the Annual Meeting. The review session is not required to receive training credit; however, attendance is strongly encouraged.

### Homestudy Instructions:

1. **Obtain a *Delegate Portfolio*.** *Delegate Portfolios* are available on the GSGV website, [www.gsgv.org](http://www.gsgv.org), under the Leaders & Volunteers section. If you do not have access to the internet, please contact Judy Gardner at the Program Center and ask to have one mailed to you.
2. The Homestudy walks you through your *Delegate Portfolio*. Titles of pages in the portfolio are at the beginning of each section of the Homestudy, bolded and in a different font. . Read the bolded portfolio pages first, and then the Homestudy section.
3. Complete the required written work in *italics* following some sections. Use the Worksheet provided.
4. If you wish to get training credit, return your worksheet to the Program Center c/o the 2nd Vice President or hand it in at the Review Session.

# GSGV Council Delegate Homestudy Training

## **Mission and Values, GSUSA Constitution, GSGV Vision and Goals (last page)**

The council works to bring the mission, values, and goals to girls in its five county jurisdiction. As a delegate you should always think about this when considering council issues. It is important to think how an action will affect the council as a whole, not just your service unit.

## **Position Description**

By attending the required delegate meetings and receiving and responding to the reports and information given to you by the board, delegates are carrying out most of their listed responsibilities. Responsibilities # 5 and 6 in the Position Description are the ones delegates must make additional efforts to fulfill.

*1. Think about how these responsibilities have been carried out by past delegates in your service unit. Briefly note these methods and any new methods you might try to improve them.*

## **Decision Influencing, Council Organization Chart Pages**

- Delegates are elected to represent their service units
- Delegates elect the Nominating Committee and the Board
- The Board hires the CEO
- The CEO bears the responsibility of seeing that policy is implemented. She hires or authorizes the hiring of the staff, both paid and volunteers, who work under her. All staff, paid and volunteer, are accountable to the CEO.
- The work the staff does is operational, part of the management structure.
- The CEO is accountable to the Board.
- The Board directs the CEO to work to accomplish the council's goals and follow the strategic directions.
- The Board monitors the CEO. It receives monthly reports from the CEO and other staff she may designate on how the council is accomplishing its goals. And it hears from delegates at assembly meetings and through the Talk to Your Council Suggestion Form.
- This work is part of the governance structure.

**Governance:** Governance is the process by which the board of directors, under the leadership of the president and with the support of the chief executive officer, maintains the integrity of the Mission and Goals of Girl Scouting. This is achieved by staying abreast of relevant issues, developing and reviewing policy, and monitoring the performance of the organization.

**Management:** Management is the activities required to carry out the operating objectives of the council. These activities are performed by operational volunteers and employed staff who are accountable to the CEO.

These two definitions are included in the *Glossary of Terms* in the back of the portfolio. Other definitions may also help you to understand some of the vocabulary used in governance. Delegates are The Policy Influencers, the Board of Directors, The Policy Makers, and staff The Policy Implementers. Council Delegates are the only members who serve both in management and governance. They **CAN** play an important part in the Decision Influencing Process. **AND** don't forget we are all working for the same reason - to serve the girl.

2. Review the Council Delegate position responsibilities listed in the Position Description, and Decision Influencing. Using information from these pages, make two lists: one of actions a delegate might take to influence the Board and one of actions you feel the board does or should be doing to enable delegates to be decision influencing.

## **What a Council Delegate Needs to Know About Governance Why A Delegate Is Special**

GSGV holds assembly meetings twice a year and an annual meeting in November. Delegates are to receive a call to meeting packet at least six weeks before an assembly meeting. The assembly agenda should include one or more issues to be discussed at the meeting. Delegates are to share this information with their service units and bring the service units ideas to the assembly. At each assembly there is also an open forum for issue sharing. Special meetings may be called for discussions about major concerns. The Annual Meeting packet will include the slate of nominees for the Board and Nominating Committee and any By-Law changes to be voted on. Every three years (2007, 2010, etc.), at the fall meeting there will be a slate of national delegates to be elected. It is always important to attend meetings, but it is especially important when a vote is being held for it is necessary to have a quorum to hold an election. Only delegates speak at the meetings. They receive special identification and special seating. When speaking first state your name and service unit. Service units are expected to take turns. Other members of GSGV, fourteen and older, are invited to attend meetings as visitors.

**When you receive your call to meeting packet, share the information with your service unit members and come to the assembly prepared to give their ideas on the Service Unit Discussion Topic listed on the agenda.**

The roster of the board of directors can be found on the website. The board may choose to set up committees to handle specialized tasks. Currently we have the following committees:

- Annual Meeting
- By-Laws
- Democratic Process
- Finance
- Fund Development

Other committees or task groups are formed as needed. Delegates are encouraged to recommend themselves or others, with expertise on the topic, to serve on board committees.

The Board and its committees keep delegates informed about their work through Delegate Bulletins which are regularly emailed to delegates and service unit managers. Share these bulletins with your service unit, get their response, and send a reply back to the board or the committee that sent it. Let them know you are interested, that you agree or disagree with their actions, and why. This is the way the democratic process works; it is your responsibility to be decision influencers. These bulletins also should be a help to you in understanding governance issues.

If you do not have access to email, get the delegate bulletins from another delegate or your

service unit manager. If no one in your service unit has access, contact Judy Gardner at the Program Center to receive them via regular mail.

*3. From what you have now learned about the board, list some general types of issues that you think a delegate might bring to the board for discussion.*

**Talk to Your Council Suggestion Form** - available in the GSGV Library and on the website. This form is used for sharing concerns and/or proposals with the board. It is primarily for governance issues. Management issues should be dealt with through operational pathways. However, if you are uncertain if an issue is governance or management, or you are dissatisfied with a response from management, do not hesitate to use the form. If the concern is determined to be management, it will be referred to the CEO. Delegates should share this form with service unit members so they understand the procedure for allowing members to present concerns to the board. Service Unit Managers should give delegates a place in the service unit agenda at each meeting to discuss governance issues. Delegates may contact delegates from other service units to gain support on an issue.

*4. Fill in the Talk to Your Council Form using a real or imaginary issue. If the issue is real, discuss it in your service unit and bring it to an assembly, mail to the Program Center to the attention of the Board of Directors, or email to [board@gsgv.org](mailto:board@gsgv.org).*

## **Criteria and Standards for an Effective Girl Scout Council**

The listed Criteria and Standards for an Effective Girl Scout Council are what the board uses when the required GSUSA Council Performance Assessment takes place. To effectively monitor these criteria and standards, board members are needed with diverse background and experience. At assemblies the Nominating Committee asks delegates for recommendations for new board members. By recommending people in their community who have abilities that can help the board, delegates again play an important part in the democratic process. Ask yourself and your service unit who in your community might be a good board member.

## **Bylaws**

Reading the Bylaws will help you understand the corporate structure of the council. A Bylaw Committee reviews them periodically. Amendments to them may be submitted. Delegates vote on Bylaw revisions and amendments at the annual meeting. The Glossary in the back of your portfolio may help you with words used in the Bylaws and elsewhere in this training. Note Article X - National Council Delegates. They are elected by council delegates every three years. They attend and vote on proposals at the National Council Meeting after first getting input from council delegates about the proposals being considered there. In the following two years they work to develop proposals our council may wish to have selected for the next meeting.

*5. Please complete the course evaluation.*

**Delegates are encouraged to ask an experienced delegate to be a mentor to them and help answer any questions they may have. Questions also may be brought to the Review Session or the Assembly Open Forum. They may also be e-mailed or regular mailed to the Board - [board@gsgv.org](mailto:board@gsgv.org).**



Girl Scouts of Genesee Valley, Inc.  
1020 John Street, West Henrietta, New York 14586

## Talk to Your Council Suggestion Form

This form is for sharing concerns and/or proposals with your board of directors. Outline the general circumstances of the issue or the key components of the proposal you wish to discuss. If you have solutions or ideas concerning the issue or proposal, please tell us. This Suggestion Form will be reviewed by a member of the board of directors, who will acknowledge its receipt within 30 days.

**Return the completed form to:** **President, Board of Directors,**  
**Girl Scouts of Genesee Valley, Inc.**  
**1020 John Street**  
**West Henrietta, New York 14586**  
**Or [board@gsgv.org](mailto:board@gsgv.org)**

**Submitted by:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

CONCERN OR PROPOSAL

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PROPOSED SOLUTION

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**You should receive a response within 30 days.**

Determined to be Management related: \_\_\_\_\_

Referred to Management: Date \_\_\_\_\_

**Governance Issues**

Directed to: \_\_\_\_\_

Action taken:

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Date of reply: \_\_\_\_\_

Name \_\_\_\_\_

Service Unit \_\_\_\_\_



## **GSGV Council Delegate Homestudy Training and Review Session Evaluation**

Did you complete the Homestudy? **Yes**      **No**      If no, skip to Review Session questions.

After completing the Homestudy how would you rate your understanding of your position as a delegate?    **Poor**      **Fair**      **Fairly good**      **Good**      **Very good**

How do you feel the Homestudy Training could be improved?

Did you attend the review session?                      **Yes**                      **No**

If yes, did it further your understanding of your position as a delegate? **Yes**    **No**    **Why?**

Would you recommend the Review Session to other delegates? **Yes**      **No**      **Why?**

How do you feel the Review Session could be improved?

What further information do you need to do your job?

Additional comments welcome.

Name (optional) \_\_\_\_\_

Date \_\_\_\_\_