

*Girl Scouts Heart of Central California*

Girl Scouts Heart of Central California Representative Assembly Member:

Welcome!

You have been appointed to the most important position between the Board of Directors and the members . . . that of a Member of the Representative Assembly (Assembly). The Assembly consists of the following Representatives, of which you are one:

- Service Unit Representatives, appointed by the Service Unit Manager
- Girl-at-large Representatives, appointed by the Board Representative Committee
- Board of Directors Members, elected by the Representative Assembly
- National Council Delegates, elected by the Representative Assembly

This manual has been prepared to assist you in carrying out your major responsibilities in determining the overall direction of the Council and electing those responsible for ongoing governance decisions . . . the corporate officers and Board members.

Participation in the democratic process will bring feelings of accomplishment, involvement and ownership. But, democracy is not an automatic process; it requires effort on the part of everyone involved. In final analysis, its success depends upon the informed participation of you, the Representative.

*Anita Rohn* and *Toni Rubin*

Your Board Representative Committee Members

*Girl Scouts Heart of Central California*

**REPRESENTATIVE MANUAL**

	<u>Page</u>
Overview of the Girl Scout Organization.....	1
Girl Scouts Heart of Central California Council Corporate Goals.....	1
Representative Position Description .....	2
Council Structure .....	3
Governance Structure .....	4
Two-Way Communication .....	5
Decision-Influencing .....	5
Representative Assembly Meetings.....	6
Annual Meeting of the Representative Assembly.....	6
Forums.....	7
Process to Submit Proposals to the Representative Assembly .....	8-9
Service Units .....	10
Council Map .....	11
Glossary of Terms .....	12-13

**APPENDIX**

Preliminary Proposal Form  
Official Proposal Form  
Council Policies (purple)

## **AN OVERVIEW OF THE GIRL SCOUT ORGANIZATION**

Juliette Gordon Low organized the first Girl Scout troop in the United States on March 12, 1912. Since that day, some twenty million girls and adults have participated in this movement. The current membership is over three million.

### **World Association (WAGGGS)**

In 1928, countries with Girl Scouts and Girl Guides set up an international organization whose purpose was to encourage friendship among girls. Today, ten million girls and adults from over 145 countries belong to WAGGGS.

### **Girl Scouts of the U.S.A. (GSUSA)**

Girl Scouts is the largest voluntary organization for girls in the world. Its headquarters are in New York City. Councils are the local units chartered by GSUSA to administer Girl Scout program within an assigned jurisdiction. There are currently over 100 Girl Scout Councils in the United States.

### **Girl Scouts Heart of Central California**

Girl Scouts Heart of Central California has more than 29,000 girls and almost 10,000 adult members in over 2,300 troops throughout the Council's 18 county jurisdiction. Girls are served in Alpine, Amador, Calaveras, Colusa, El Dorado, Glenn, Mariposa, Merced, Nevada, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Tuolumne, Yolo and Yuba counties. Girl Scouts Heart of Central California was formed in 2007 as a result of the merger of Girl Scouts Muir Trail Council and Girl Scouts of Tierra del Oro.

### **Girl Scouts Heart of Central California Corporate Goals**

The Council's goals give direction and a sense of unity, while providing a framework for all levels of planning. The goals are established and adopted by the Board of Directors every four years after a thorough review of both internal and external data. Integrated operating objectives for each goal are adopted yearly. The following goals for 2007 – 2011 were adopted by the Board of Directors:

- Goal I - Increase girl membership to 33,836 girls by 2011.
- Goal II - Successfully complete the merger with Girl Scouts of Tierra del Oro and Girl Scouts Muir Trail Council.
- Goal III - Increase public support to \$1,000,000 through fund development efforts.
- Goal IV - Establish Girl Scouts Heart of Central California as the premier organization for girls.
- Goal V - Recruit, retain and support adult volunteers.

## **POSITION DESCRIPTION**

### **MEMBER OF THE REPRESENTATIVE ASSEMBLY**

#### **ACCOUNTABILITY**

Service Unit Representatives are appointed by the Service Unit Manager and are accountable to the members of their service unit. Girls-at-Large Representatives are appointed by the Board Representative Committee and are accountable to the members of the Council.

#### **TERMS OF OFFICE**

Representatives appointed by service units or Board Representative Committee shall be appointed for a term of two years or until their successors are appointed.

#### **PRIMARY DUTIES**

- Elect other members of the Representative Assembly who include the officers of the Council, the Board of Directors, and the delegates to the National Council of Girl Scouts of the USA.
- Attend all Representative Assembly meetings including the Annual Meeting and Regional Forums. Report concerns and decisions of the Assembly and the Board of Directors to the service unit members via service team or service unit leader meetings.
- Amend the articles of incorporation and bylaws as necessary.
- Participate in any other business that may come before the Representative Assembly.
- Influence the general lines of direction for Girl Scouting locally by: receiving and acting upon reports of the Board of Directors, giving guidance to the Board of Directors, responding to opinion surveys, and actively participating in discussions.
- Be responsive to requests from the Representative Assembly Steering Committee or Board Representative Committee.

#### **QUALIFICATIONS**

Be an active registered member of the Girl Scouts of the USA and at least fourteen (14) years of age, and:

- have the ability to cooperate and work with others.
- have a willingness to take training for the position.
- become familiar with the bylaws, structure, goals and objectives of the Council.
- have mature judgment to make informed decisions affecting the lives of girls.
- have the ability to look toward the future and analyze trends and community needs.
- make the time commitment to actively participate in the democratic process.

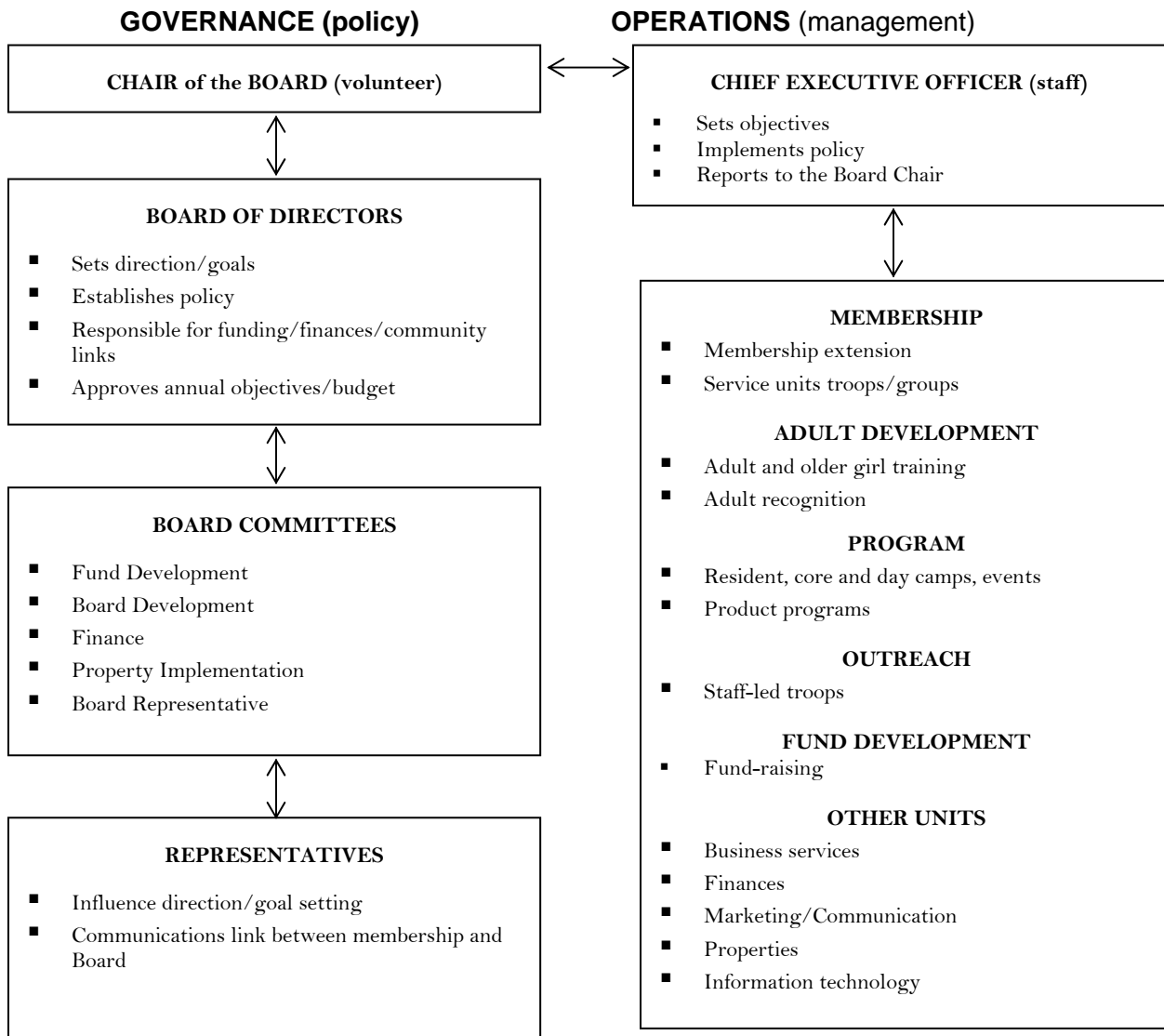
*Girl Scouts Heart of Central California*

**COUNCIL STRUCTURE**

Girl Scouts Heart of Central California is incorporated under California state law. It is administered by an elected, volunteer, Board of Directors charged with policy making, strategic planning, goal setting, fund development and financial management. The Chair of the Board oversees the activities of the Board and the governance side of the Council.

The Chief Executive Officer (CEO) is hired by the Board of Directors to oversee operations (management) of the Council. Volunteers and employed staff members, under the direction of the CEO, are responsible for working in partnership to deliver the Girl Scout program to girls and support services to adults.

As a **Representative**, you are the communication link bringing policy ideas and information from the membership to the Board of Directors on the governance side of the Council. You also elect members and officers of the Board, and delegates to the National Council. The elections take place at the Council’s annual business meeting in February.



## *Girl Scouts Heart of Central California* GOVERNANCE STRUCTURE

Governance structures are part of every Girl Scout Council and are defined in the Council bylaws. In Girl Scouts Heart of Central California Council, the governance structure is defined below.

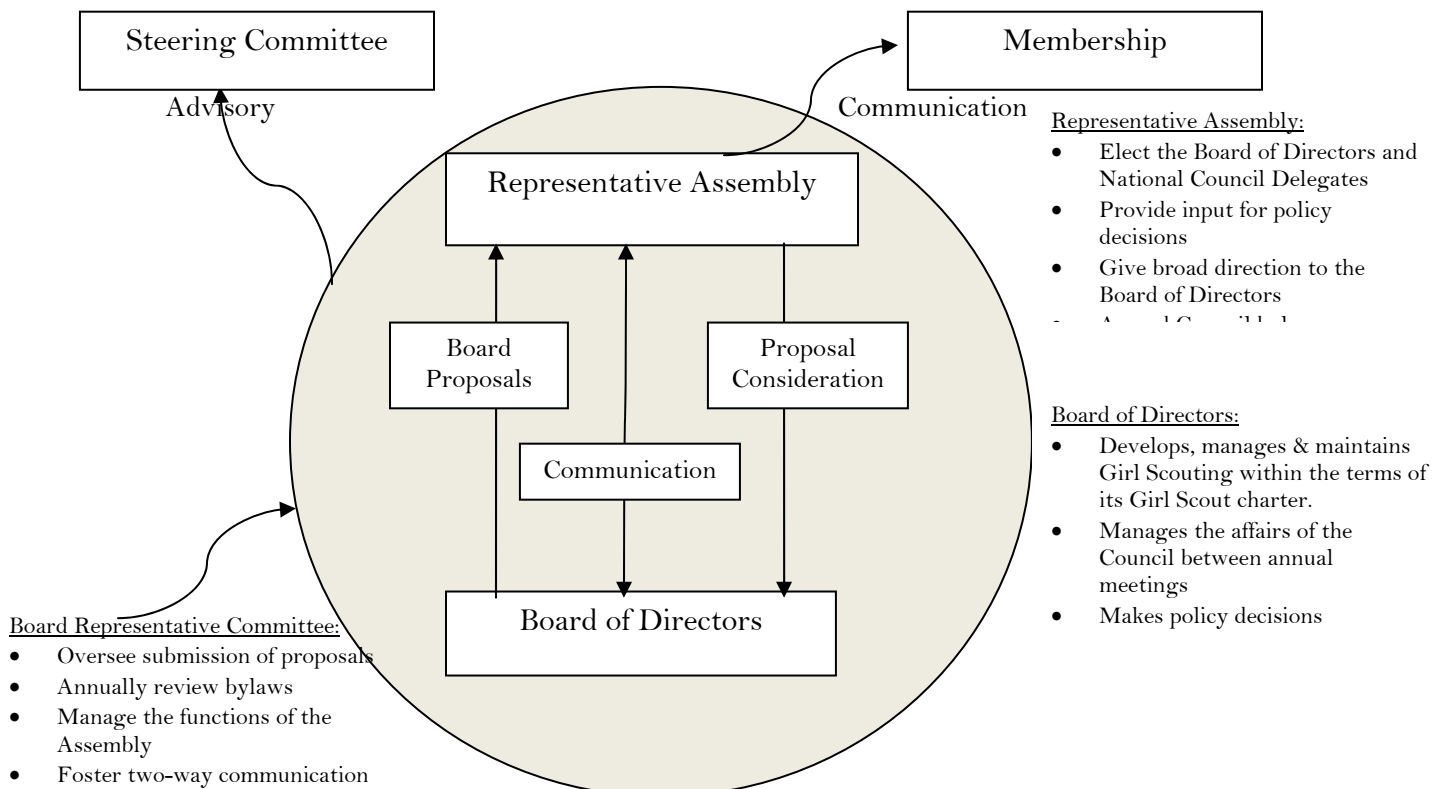
The **Representative Assembly** (Assembly) is the body of all voting members of the Council. The Assembly members are responsible for electing the Board of Directors and National Council Delegates, providing input for policy decisions and amending the bylaws and articles of incorporation. The Assembly consists of the following members:

- Two Representatives from each service unit, appointed by the Service Unit Manager. Each service unit has the option of designating one Alternate Representative.
- Up to 10 girls-at-large from throughout the Council. These Representatives are selected by the Board Representative Committee via an application process.
- Up to 18 National Council Delegates, who are elected every three years by the Assembly.
- The Board of Directors.

Representatives of the Assembly are responsible for keeping their members informed of Board communications, surveys, discussion items, etc. This should be done via regular attendance at service team and service unit leader meetings.

Two Board members are appointed to the **Board Representative Committee**, a standing committee of the Board of Directors (represented in the chart below by the shaded circle). This Committee is responsible for managing the functions of the Representative Assembly, facilitating the review of proposals submitted by the Assembly and/or the Board, and fostering two-way communication.

A **Steering Committee** of 3-5 individuals, appointed by the Board Representative Committee serves in an advisory capacity. They will assist with designing and implementing the regional forums and annual meetings, developing and analyzing opinion surveys, creating newsletters, and evaluating the governance structure and making recommendations for changes.



## TWO-WAY COMMUNICATION

Representatives are information-gatherers; you are a link to the members of the Council. Two-way communication between the Council leadership and Council membership is established through Representatives as described below.

### Fostering Two-Way Communication

- *Email* will be one of the main forms of communication between GSHCC and the Assembly. Please keep your information up-to-date.
- *Forums* will be held to solicit input and hold discussions on relevant issues. Representatives should discuss issues with their membership and bring the results of those discussions to the meetings.
- The *Annual Meeting* is an opportunity for Representatives to share the feelings of their membership on Council and/or national proposals.
- A *Newsletter* for Representatives will be distributed at least two times per year. Representatives should share relevant information with their membership.
- *Opinion Surveys* may be conducted to gain quick opinions on various topics. Representatives should get membership input on the topics prior to responding to the survey.
- At *Board Meetings*, the Board Representatives will provide regular feedback on surveys and forum discussions as well as bring issues from the Board of Directors to the Assembly.
- The GSHCC *Web Site* will include a Governance page that Representatives should visit frequently to stay informed and provide updated information.

## DECISION-INFLUENCING IN A GIRL SCOUT COUNCIL

Representatives are a vital part of every Girl Scout Council. You provide the corporate structure and meet the requirements of incorporation. Through your vote at Girl Scouts Heart of Central California's (GSHCC) annual meeting, you complete the following critical **policy-influencing acts**:

- election of the Council Board of Directors;
- election of National Council Delegates; and
- approval of changes in the Council articles of incorporation and bylaws.

### What is Policy-Influencing?

Policy-influencing is the process by which the opinions and feelings of a variety of people are sought and considered by the Board of Directors before a governance (policy) decision is made (for example, changing the process by which Representatives are appointed).

Policy-influencing has three parts:

1. Girls and adults making their feelings known on key issues that affect Girl Scouting.
2. The Council Board of Directors considering that information before making governance decisions.

3. Feedback being provided about both the final decision and the process used in making that decision.

Policy-influencing is based on the belief that people should have a voice in major governance decisions before they are made. Influencing policy does not mean voting, nor does it mean actually making the final decision. It does mean being well informed about problems or needs that exist in the Council, being able to discuss issues, and giving sound input to the Board of Directors.

### What is Operations-Influencing?

Operations-influencing is the process by which opinions and feelings are sought and considered by the Chief Executive Officer prior to a major operations (management) decision (for example, a significant change in the service delivery system).

Operations-influencing has the same three parts as policy-influencing. The only differences are the nature of the topic under consideration and the final decision-making authority.

1. Girls and adults making their feelings known on key issues that affect Girl Scouting.
2. The Council management staff considering that information before making decisions related to the operational work of the Council.
3. Feedback being provided about both the final decision and the process used in making that decision.

## MEETINGS OF THE REPRESENTATIVE ASSEMBLY

As a member of the Assembly, one of your primary tasks is to attend and participate in the Assembly meetings which include the Council's annual meeting of the Representative Assembly and forums. Each meeting is described below. If you are unable to attend the meetings, let your service unit manager know, so that she or he can appoint an alternate to take your place.

In preparation for the meetings, Representatives should discuss issues with the membership at the service unit leader meetings. The concerns of the membership should be brought to the meetings and presented as appropriate.

### Annual Meeting

#### Purpose

The annual meeting will take place each February. You will receive a packet of meeting materials thirty days prior to the meeting date either electronically or by mail. The packet will contain the meeting agenda, biographical information on the candidates for election, and information on other issues (i.e., national proposals). Please bring the packet with you to the meeting. When you arrive at the meeting, you will need to check in at the registration table to receive your ballot and credentials. Annual meetings are of importance in several ways. They provide an opportunity to:

- review accomplishments
- honor persons who have made significant contributions to Girl Scouting
- present information on the anticipated future of the Girl Scout movement

- elect the Council’s volunteer leadership and National Council Delegates from a single slate of nominees presented by the Board Development Committee, and
- determine major governance issues.

### Rules of the Day

One of the first agenda items at each annual meeting will be to adopt a set of procedures for the meeting. The proposed procedures normally include:

- Only members of the Assembly may speak to the business for which the meeting is called, unless the Assembly gives permission to speak.
- Each speaker to a subject shall be limited to two minutes.
- Everyone who wishes to, shall speak before anyone may speak again.
- No person may speak more than twice on the same question.
- All motions, other than procedural, shall be submitted in writing to the secretary.
- Before speaking, or making a motion, state your name and service unit.

### Single Slate Ballot

The election of the Council’s Board of Directors and National Council Delegates is one of the most important tasks a Representative has at the annual meeting. The Board Development Committee, a standing committee of the Board of Directors, works all year long to carefully select the right candidate with the best qualifications to fill a specific position on the Board of Directors. Only an individual who meets the specific needs and qualifications for a position will be presented as a candidate for that position. Once the best candidates are identified, a single slate (one candidate for each vacant position) of nominees is submitted to the Representatives for consideration at the annual meeting. Nominations may be made from the floor during an annual meeting provided the eligibility of the candidate has been established and written consent from the individual has been obtained as noted in the Council’s bylaws.

### **Forums**

At least one forum will be held annually, conducted in various locations. Representatives are expected to attend and actively participate in the discussions.

Forums may be used to obtain input on:

- The future of the Girl Scout movement
- Major governance issues
- Relevant discussions as requested by the Board of Directors
- The operation of the Representative Assembly

## PROCESS TO SUBMIT PROPOSALS TO THE REPRESENTATIVE ASSEMBLY

Proposals which will encourage and improve Girl Scouting within the Council and which need to be acted upon by the Assembly may originate with the Board of Directors or with the Representatives. The Board Representative Committee (BRC) is responsible for overseeing the process of proposal submission and review. The necessary forms for submitting a proposal can be found in the Appendix Section of this manual or online at [girlscoutshcc.org](http://girlscoutshcc.org). The process is as follows:

1. Proposals from the Board of Directors
  - a. The Board of Directors may originate proposals which are submitted to the BRC for processing.
  - b. The BRC will:
    - i. Coordinate input from the Representative Assembly
    - ii. Analyze the input
    - iii. Submit recommendations based on the input to the Board.
2. Proposals from the Representatives
  - a. Preliminary Proposal
    - i. Any representative may originate a proposal for consideration.
    - ii. Complete a Preliminary Proposal Form that provides information about the policy change that is desired and the justification for the change.
    - iii. Submit the completed form to the BRC. Allow at least 60 days for the form to be processed. **Note: This is in addition to the 90 days required for the Official Proposal process.**
    - iv. The BRC shall submit all proposals to the Board of Directors for consideration.
      1. Proposals related to council operations will be forwarded to the council Chief Executive Officer (CEO) via the Chair of the Board of Directors.
      2. On governance related proposals, the BRC will:
        - a. Verify that the Board's policies and strategic priorities are reflected in the proposal.
        - b. Determine if the preliminary proposal has merit to proceed to the formal process.
        - c. Provide the Board with information and recommendations related to the proposals.
      3. The Board shall determine if the proposal relates to matters properly acted upon by the Assembly. If so, the proposal shall be approved for submission to the Assembly via the official proposal process.
      4. The BRC will notify the representative who originated the preliminary proposal whether or not to proceed to the official process.
  - b. Official Proposal
    - i. Once the preliminary proposal has been accepted, the Representative originating the proposal must complete an Official Proposal Form.
      1. This form requires the proposal be written in the form of a motion and provide justification for the motion.
      2. The Representative must obtain approval of the proposal from 15% of the service units.
    - ii. Proposal is sent by mail, e-mail, or fax to the BRC c/o the council office. Supporting documentation, including letters of support from other units or individuals, should be included with the proposal document.

- iii. The BRC shall submit all proposals to the Board of Directors for consideration.
    - 1. Proposals related to council operations shall be forwarded to the council CEO via the Chair of the Board of Directors.
    - 2. On governance related proposals, the BRC shall:
      - a. Forward the motion to the Representative Assembly Members and Coordinate input from the Representative Assembly.
      - b. Analyze the input
      - c. Submit recommendations to the Board based on the input.
  - iv. Each proposal is presented in the form of a motion at the Assembly meeting and acted on in accordance with parliamentary law.
3. Timeline
- a. Preliminary Proposal Forms will be processed by the BRC within 60 days of receipt. Preliminary Proposal Forms will not be processed in lieu of an Official Proposal Form.
  - b. Official Proposal Forms are submitted to the BRC **only after the Preliminary Proposal Form is accepted.** The Official Proposal Form must be submitted no later than **90 days prior to the Assembly meeting.**
  - c. Proposals not meeting this timeline will not be considered at the Assembly meeting.
  - d. All proposals shall be sent to the Representatives 30 days prior to a scheduled meeting of the Assembly with their Representative packet. Proposals shall be discussed in service unit meetings prior to the meeting of the Assembly.

## SERVICE UNITS

### **Sacramento County**

*Almond (135)*  
*Alta Tierra (125)*  
*Camellia (145)*  
*Del Garden (127)*  
*Dry Creek \* (111)*  
Elk Grove (144)  
Folsom Trails (134)  
Kit Carson (146)  
Laguna (150)  
*Land Park (147)*  
Los Amigos (128)  
Madison Oaks (136)  
*Maidu Creek (129)*  
North Starr (124)  
Oak Hill Farms (130)  
Rancho Cordova (138)  
*Rio Encina (131)*  
Sequoia Rose (148)  
South Starr (126)  
*Southgate Meadows (149)*  
*Sutter Oaks (133)*  
Twin Oaks (140)  
*Winding Way (141)*

### **San Joaquin County**

Big Valley (110)  
*Dry Creek \* (111)*  
Lincoln (112)  
*Lodi (113)*  
*New Calaveras (115)*  
Tracy (116)

### **Solano County**

*Yolano \* (123)*

### **Sutter County**

Olliyuma \* (102)

### **Stanislaus County**

Del Puerto (655)

### **Alpine County**

Miwok Trails \* (106)

### **Amador County**

*Sierra Trails \* (107)*

### **Calaveras County**

Miwok Trails \* (106)

*Sierra Trails \* (107)*

### **Colusa and Glenn Counties**

*Colusa (101)*

### **El Dorado County**

*El Dorado Hills (151)*

Foothill Gold (152)

*Placerville (153)*

Sierra Pines (154)

### **Mariposa County**

*Yomar (601)*

### **Merced County**

Pacheco (616)

Tioga (626)

*Three Rivers \* (675)*

### **Nevada County**

Northern Mines (158)

### **Placer County**

*Bear River (165)*

*Forty Niner (157)*

*Granite Hills (143)*

*McBean (159)*

Placer Gold (142)

*Sierra Creek (137)*

*Sierra Rose (139)*

*Fox Grove (623)*

Golden River (645)

*Northrose (615)*

*Scenic Modesto (625)*

*Three Rivers \* (675)*

*Vintage Grove (613)*

### **Tuolumne County**

Golden Timbers (602)

### **Yolo County**

*Davis (119)*

*Riverbank (121)*

Woodland (122)

*Yolano \* (123)*

### **Yuba County**

*Beale (103)*

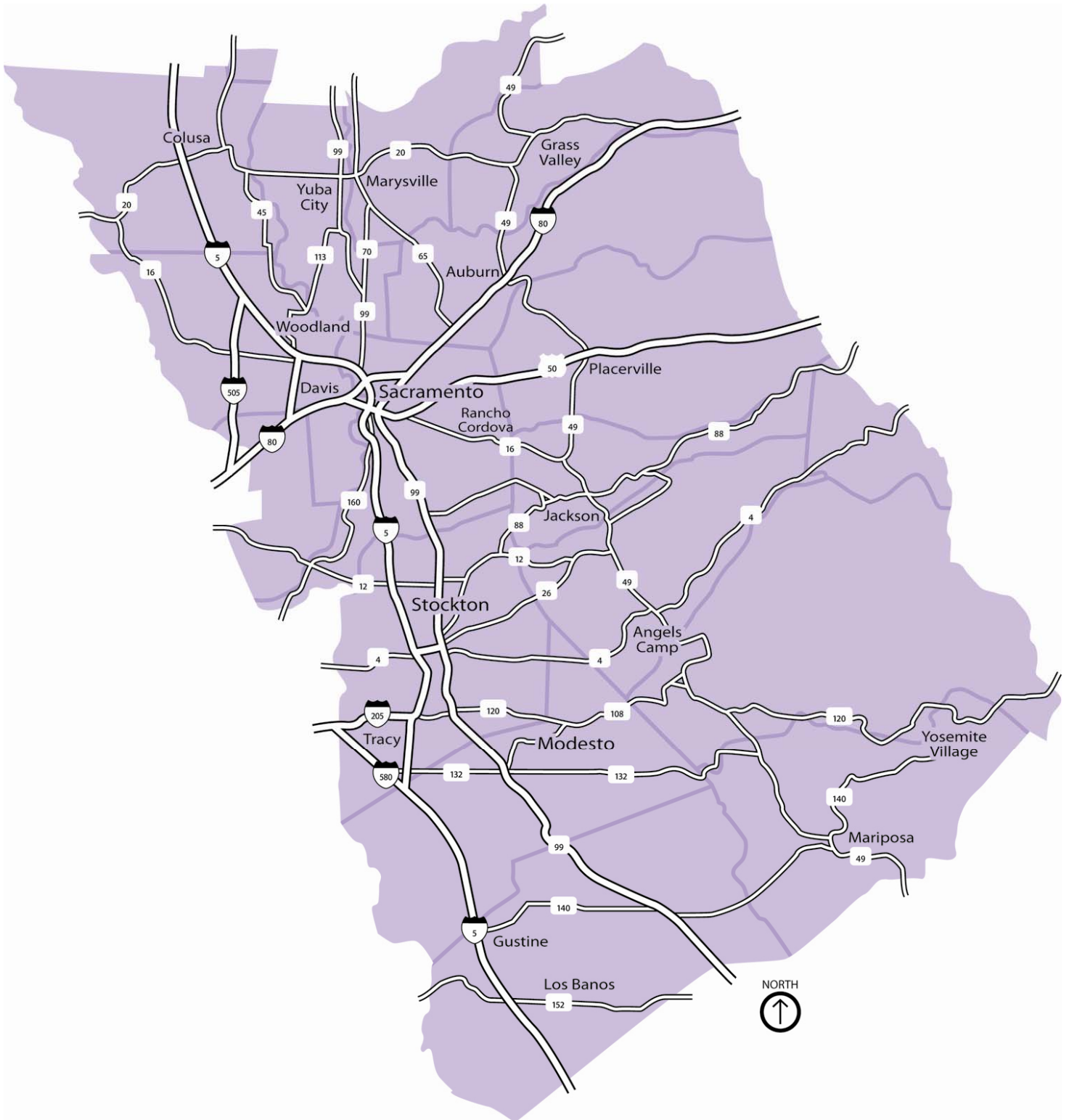
Olliyuma \* (102)

\* Service unit is in more than one county.

*Italicized* service units appoint Representatives in the spring of odd numbered years.

Other service units appoint Representatives in the spring of even number years.

Girl Scouts Heart of Central California  
COUNCIL MAP



## GLOSSARY OF TERMS

**Annual Meeting** – The meeting at which the business of the council is conducted which includes election of officers and determination of major governance issues.

**Assembly** - *See Representative Assembly*

**Board Development Committee** – Group responsible to present to the Representative Assembly a single slate of nominees for the Board of Directors and National Council Delegates.

**Board of Directors** – An elected volunteer group charged with policy making, strategic planning, goal setting, fund development and financial management of the council.

**Board Representative Committee** – A committee of the Board of Directors whose primary function is to assist the Board in managing the governance structure. The committee serves as the key link between the Board and the appointed members of the Representative Assembly.

**Bylaws** – The rules and regulations made by a corporation to manage its affairs and to define the rights and obligations of its members, directors, and officers in the corporation and among themselves.

**Council** – The title given to the local Girl Scout jurisdiction and membership including members of the Representative Assembly, all girls, adults and staff who are registered with the Girl Scout movement. Girl Scouts Heart of Central California (GSHCC) covers 18 counties: Alpine, Amador, Calaveras, Colusa, El Dorado, Glenn, Mariposa, Merced, Nevada, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Tuolumne, Yolo and Yuba counties. Girl Scouts Heart of Central California was formed in 2007 as a result of the merger of Girl Scouts Muir Trail Council and Girl Scouts of Tierra del Oro.

**Council Membership** - GSHCC has more than 29,000 girls and almost 10,000 adult members in over 2,300 troops throughout the Council's 18 county jurisdiction.

**Decision-Influencing** – The process by which the opinions and feelings of a variety of groups are sought and considered by those making the decision *before* the decision is made.

**Forums** – Held at least once annually, these are informal meetings at which relevant issues are discussed and input sought.

**Girls at Large Representative** – One of up to ten girl members, at least 14 years of age who is appointed to be a member of the voting body (the Assembly) by the Board Representative committee.

**Governance** – The process by which the Board of Directors, led by its Chair, uses its authority to ensure organizational stability and fulfillment of the Girl Scout mission by providing leadership, strategic direction, policy making and fiduciary oversight for the council.

**National Council Delegates** – Elected council Representatives to the National Council of Girl Scouts of the USA.

**Operating Objectives** – Specific, measurable statements of attainable outcome developed within the framework of the corporate goals, as adopted by the Board. The time span for achieving objectives is one to two years.

**Operations** – The process by which the CEO develops and implements a system to carry out the strategic direction set by the board, providing leadership for the staff and operational volunteers in carrying out the day-to-day operations of the council.

**Operations-influencing** – The process by which opinions and feelings are sought and considered by the CEO prior to major operational decisions (for example, a significant change in the service delivery system).

**Policy** – An established course of action that must be followed.

**Policy-influencing** – The process by which the opinions and feelings of a variety of people are sought and considered by the Board of Directors *before* making a policy decision.

**Representative** – A Girl Scout member, 14 years of age or older who is appointed or elected to a voting position in the Council. Voting positions include Board members, National Council Delegates, Service Unit Representative and up to ten Girls at Large.

**Representative Assembly** – The body of all voting members of the council.

**Service Unit Representatives** – Two members 14 years of age or older who are appointed by the Service Unit Manager to serve on the Representative Assembly. They are accountable to the service unit from where they were appointed and responsible for carrying out their responsibilities as described in their position description.

# APPENDIX

- ◆ Preliminary Proposal Form
- ◆ Official Proposal Form
- ◆ Council Policies (purple section)

## PRELIMINARY PROPOSAL FORM

Representative Assembly Members of Girl Scouts Heart of Central California may submit proposals to the Board Representative Committee at any time. This preliminary form is submitted as a means to determine if the proposal has merit to continue on to the formal proposal process. Please complete a separate Preliminary Proposal Form for each topic. This proposal is made concerning: *(check one)*

Council bylaws                       Council policies                       Other

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

Representative Name: \_\_\_\_\_ Term of Appointment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We would like to make the following change in policy or new policy recommendation:

---

---

---

---

---

---

---

---

---

---

We think this change is necessary because:

---

---

---

---

---

---

---

---

---

---

Submit completed form to: Girl Scouts Heart of Central California, ATTN: Board Representative Committee, 3005 Gold Canal Drive, Rancho Cordova, CA 95670 or fax to (916) 638-8452.

Preliminary Proposal Forms may be submitted at any time during the year. The Board Representative Committee will notify you if the proposal should move into the formal process. Once notified you need to complete an Official Proposal Form no later than **90 days prior to a Representative Assembly Meeting**. *Governance related issues will be considered by the Board of Directors. Operations related issues will be forwarded to the council CEO.*

## OFFICIAL PROPOSAL FORM

This form is completed **after** a Preliminary Proposal Form has been submitted to the Board Representative Committee and found appropriate by the Board of Directors for placement on the agenda at the annual Representative Assembly meeting.

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Title of Proposal:**

\_\_\_\_\_

**Statement of proposal (*in the form of a motion*):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval from 15% of the service units must be obtained. Document the approval process:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_  
*(Signature of Representative submitting proposal)*

**List of Attachments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit completed form and any attachments to: Girl Scouts Heart of Central California, ATTN: Board Representative Committee, 3005 Gold Canal Drive, Rancho Cordova, CA 95670 or fax to (916) 638-8452.

This form and any attachments must be submitted to the council no later than **90 days prior to a Representative Assembly Meeting.**

*(If additional space is needed, please attach a separate page.)*

*Girl Scouts Heart of Central California*  
**POLICIES AND STANDARDS**  
**EFFECTIVE *April 17, 2009***

**VOLUNTEER MANAGEMENT POLICIES**

**Affirmative Action**

There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, gender, creed, national origin, or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing representation of underutilized racial/ethnic populations. Girl Scouts Heart of Central California is committed to affirmative action in the extension of Girl Scouting to girls and adults in all communities within our jurisdiction.

**Membership**

All volunteers participating in the movement shall be registered as members of the Girl Scout movement and individually pay the applicable membership dues, except those adults functioning as temporary advisors or consultants. All volunteers, as members of the Girl Scout movement, shall agree to abide by the policies, principles and mission of GSUSA and Girl Scouts Heart of Central California.

**Application Process**

Candidates for designated volunteer positions are required to complete the application process which will include personal references and a background check.

**Selection**

Every adult volunteer is selected on the basis of commitment to and belief in the Girl Scout program, qualifications for membership, ability to perform the job, and willingness and availability to participate in training for the position.

**Appointment**

A written agreement will be completed at the time of appointment to an operational volunteer position. It will include a term of appointment, any specific expectations for job performance, and the signature of the volunteer and her/his supervisor. The appointment process will include a position description.

**Required Training**

Operational volunteers must complete orientation before beginning their assignment. Unless otherwise specified by Council personnel, additional applicable training must be completed within the first six months after initial appointment.

**Benefits**

Benefits to operational volunteer personnel include:

- Orientation, training and other learning opportunities.
- Support and supervision in the position.
- Subscriptions to *Girl Scout Leader* magazine and Council publications.
- Liability insurance and supplemental accident insurance as part of the Girl Scout membership.

**Supervision and Performance Appraisal**

Each Girl Scout operational volunteer has a supervisor who will provide support and assistance. Supervision may include periodic evaluations based upon the position expectations outlined in the volunteer agreement.

## **Uniforms**

A uniform is not required. Operational volunteers are encouraged to wear the Girl Scout pin when participating in Girl Scout activities.

## **Grievance**

A grievance is a complaint that policies and/or procedures related to a volunteer's position are not being administered properly as applied to her/him. The grievance procedure is a systematic process to ensure the objective hearing and orderly handling of volunteer grievances.

The grievance procedure may be used by all operational volunteers. Every volunteer may expect a fair resolution of her/his grievance without fear of jeopardizing her/his volunteer status. The Council also maintains an open door policy regarding volunteer concerns.

Situations involving conflict or problems are best handled by the volunteer and her/his supervisor. When resolution cannot be achieved, the situation will be documented and referred to the appropriate Council personnel for consultation.

## **Termination**

Any volunteer may terminate her/his services upon written notification to the supervisor. The Council may terminate the services of a volunteer because of, among other things: restructuring of volunteer positions; the elimination of the volunteer position in which a person serves; the inability or failure to complete the requirements of the position; the refusal to comply with Council or Girl Scouts of the U.S.A. policies; the refusal to support the mission of the organization and Council goals; or membership in an organization whose goals are not compatible with those of GSUSA.

An adult volunteer who is terminated from her/his Girl Scout position may continue her/his adult membership with GSUSA unless it is determined that she/he is not able to meet the membership requirement related to accepting the principles and beliefs of the movement or to support the mission of the organization. When this is the case, her/his Girl Scout membership will not be renewed.

## **Harassment**

It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment. The Council expressly prohibits any form of harassment on the basis of race, color, religion, gender, age, national origin, or disability.

Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, Council staff member, or any agent of the organization, should promptly report the incident to the Chief Executive Officer. The Chief Executive Officer will take appropriate measures to resolve or correct the situation in an expeditious manner.

## **Sexual Harassment**

The Council policy guarantees volunteers an environment free of sexual harassment. Sexual harassment has been defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, employee, or Girl Scout member of the same or opposite sex.

## **Child Abuse**

The Council supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Child abuse is an unlawful act and it is against the Council's policy for any volunteer, male or female, to physically, sexually, or mentally abuse or neglect any girl member. The Council reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the Council, any volunteer implementing Girl Scout program who is found guilty of child abuse and neglect or who has been convicted of child abuse and neglect.

## COUNCIL POLICIES AND STANDARDS RELATED TO FINANCIAL MANAGEMENT

### Troop Financial Accounts

All Girl Scout troops must deposit and disburse all troop funds through an account in a federally insured financial institution in the name of Girl Scouts Heart of Central California, Troop # \_\_\_\_\_.

### Signature Requirements

Valid disbursement shall require two signatures for amounts over \$100. A minimum of three persons shall be authorized to sign on each troop account, at least two of whom must be service team or administrative volunteers. Only one person from the same family or household may sign on a troop account.

### Troop Financial Reports

Troops shall prepare and submit to the service unit manager an annual report of all monies received and disbursed. Troop annual report information shall be forwarded to the Council.

### Disbanded Troop Funds

Unused troop funds remaining after a troop disbands will be used within the service unit according to Council procedures.

### Product Programs

All Girl Scout troops are encouraged to participate in Council-sponsored product programs. (Standard)

### Money Earning Projects

A troop is normally limited to three money-earning projects per year. These shall include Council Cookie and Fall product programs. (Refer to Application for Troop Money Earning form.)

### Service Unit Financial Accounts

Service units may establish accounts as needed and approved by the Council. All Girl Scout funds shall be deposited and disbursed through an account in a federally-insured financial institution in the name of Girl Scouts Heart of Central California, Service Unit # \_\_\_\_\_. Valid disbursements shall require two signatures. A minimum of three persons shall be authorized to sign, at least two of whom shall be service team or administrative volunteers. Only one person from the same family or household may sign on a service unit account.

A written financial report must be distributed to leaders quarterly. An annual report of all monies received and disbursed shall be prepared, signed by two authorized signatures, and submitted to the appropriate membership director no later than July 15 each year. All reports shall be subject to review by the Council auditor.

## PROGRAM ACTIVITY POLICIES

## **Troop Composition**

Girl Scout troops/groups must be multi-family in membership. (See *Safety-Wise* for recommended troop size.)

## **Emergency Medical Treatment**

Each girl participating in a Girl Scout activity must submit a completed release form authorizing emergency medical treatment, which includes the date of the activity, an emergency contact, insurance information, and a parent/guardian signature. An adult must complete an adult emergency form when participating in Girl Scout activities.

## **Vehicle Safety**

Everyone (girls and adults) will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in a camper attached to a truck. Only the cab or driver compartment will be used for passengers. All occupants in a private passenger motor vehicle must wear seat belts at all times. Drivers must follow the specific vehicle manufacturer guidelines for the safe use of air bags.

## **Vehicle Charter, Rental or Lease**

Persons chartering, renting or leasing vehicles or vessels for use by Girl Scouts shall receive Council authorization prior to signing a rental agreement.

## **Van Usage**

Fifteen-passenger vans may not be used for transporting Girl Scouts. A Commercial Drivers License is required to operate any vehicle that is used or designed to transport more than ten passengers including the driver.

## **Troop Camping**

A troop shall be given permission to go troop camping for one or more nights only if one of the people participating is certified for troop camping by this Council. Camping events requiring a troop camp, certified adult for each troop include: troop camping, service unit and Council-sponsored camping events, core camp and multiple troop camping events.

## **Tobacco Products**

The use of tobacco products will not be permitted at any Girl Scout function, except by adults in designated areas. Designated areas will be away from non-users, and whenever possible, out of the view of girl members. Designated areas will not include vehicles.

## **Prohibited Items**

Firearms and explosive devices are not permitted at any Girl Scout function or on Girl Scout property. Alcoholic beverages are prohibited at any Girl Scout function when persons under twenty-one are present. Adults at any Girl Scout event where girls are present shall not be under the influence of alcohol.

## **Disclosure of Registered Sex Offender Status to Parents**

In the event the Council receives notice that a Girl Scout member is sharing a residence with a Registered Sex Offender (RSO), or that the member's parent or guardian is in a relationship with a RSO which makes it possible that the RSO will be present at the member's home, the Council will notify the other troop parents/guardians and leaders so they may take action as they determine necessary.

## **Disclosure of Registered Sex Offender Status to other Girl Scout Councils**

In the event the Council receives notice that a Girl Scout member is sharing a residence with a Registered Sex Offender (RSO), or that the member's parent or guardian is in a relationship with a RSO which makes it possible that the RSO will be present at the member's home, the Council will notify the CEO of the Council to which the member is transferring that the relocating member resides in a home where a RSO is, or may be, present.