

# POSITION DESCRIPTION MEMBER OF THE REPRESENTATIVE ASSEMBLY



GIRL SCOUTS HEART OF CENTRAL CALIFORNIA 6601 ELVAS AVENUE SACRAMENTO, CA 95819

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## ACCOUNTABILITY

Service Unit Representatives are appointed by the Service Unit Manager and 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 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.