



THE GIRL SCOUT COMMUNITY* DELEGATE'S HANDBOOK

GIRL SCOUTS IN THE HEART OF PENNSYLVANIA
350 HALE AVENUE • HARRISBURG, PA 17104
1-800-692-7816
EXECUTIVE OFFICE FAX: 717-901-5987

***GIRL SCOUT COMMUNITIES WERE FORMERLY KNOWN AS "SERVICE UNITS."**

Revised August 2013



THE GIRL SCOUT COMMUNITY DELEGATE’S HANDBOOK

TABLE OF CONTENTS

Volunteer Position Description: Girl Scout Community Delegate 1

Girl Delegates 2

The Difference between Strategy/Policy Issues and Operational Issues 3

Gathering & Sharing Input from the Girl Scout Community 4

 Regional Governance Meetings 4

 Annual Meeting 5

Bylaws (As Amended on April 27, 2013)..... 6

Girl Scout Community Delegates & the GSHPA Web Site..... 8

GSHPA’s Jurisdiction 12

Proposal for Annual Meeting (form)..... 13

Glossary/Girl Scout Governance Lingo 14

GSHPA Girl Scout Community Delegates (“GSC Delegates”) and Alternate Delegates serve as primary communication links between their Community and GSHPA’s Board of Directors. Delegates have the opportunity to influence decisions which benefit all girls in GSHPA’s jurisdiction. You will also gain knowledge about governance and decision-influencing processes.

Volunteer Position Description
Girl Scout Community Delegate

Summary	Assume the role of Community Delegate when appointed by the Community to represent the membership of the corporation.
Time Commitment	<u>One year</u>
Reports to	Girl Scout Community
Supports	Community Lead; Community Team
Required Orientation/Training	Volunteer Orientation; Council 101 (Sections 1-4); Leadership Essentials; Online Delegate Training

Responsibilities/Tasks:

- Participate in the governance processes of the Council.
- Attend one session each of the spring and fall Regional Governance Meetings and share the information gathered with the Girl Scout Community (the Community).
- Attend the Annual Meeting and share the information gathered with the Community.
- Submit possible candidates for the Board, Board Development Committee or National Delegates for consideration.
- Elect the officers of the Council, members-at-large of the Board of Directors, the Board Development Committee and, every three years, the National Council Delegates.
- Recommend to the Board any changes in the Bylaws.
- Present suggestions on behalf of the Community regarding policy, strategic plans and Council goals in writing to the Board Chair.
- Submit recommendations or concerns of an operational nature to the CEO.
- Conduct other business as necessary.

Core Competencies (Required):

1. **Girl Focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
2. **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
3. **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
4. **Oral Communication:** Express ideas and facts clearly and accurately.
5. **Fostering Diversity:** Understand and embrace differences.

Additional Competencies, Skills, or Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and have a Council-approved volunteer application, background check and references on file.
- Be at least 14 years of age at the time of the Community election.
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures.
- Model positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Exercise sound judgment and objectivity when analyzing issues.
- Support Council goals.

<i>GIRL DELEGATES</i>	
<p>Serving as a delegate for GSHPA offers girls a unique leadership opportunity. The girl members of GSHPA are at the heart of Girl Scouting and each girl holds an important voice in influencing GSHPA’s policies.</p>	
<p>HOW CAN ADULT DELEGATES SUPPORT THE WORK OF GIRL DELEGATES?</p>	<ul style="list-style-type: none"> • Assist with the recruitment of girl delegates • Model and teach leadership skills needed by girl delegates • Network with other community groups, involving the girls where appropriate • Monitor girl delegates’ participation and progress toward Take Action project goals • Participate in public relations, fundraising and evaluation efforts
<p>WHAT DOES A GIRL DELEGATE MENTOR NEED?</p>	<ul style="list-style-type: none"> • Desire to empower girls to take action on issues affecting them now and in their futures.
<p>WHAT ARE THE BENEFITS TO WORKING WITH GIRL DELEGATES?</p>	<ul style="list-style-type: none"> • Ability to network and create alliances with girls • Opportunity to learn from girls, develop their leadership potential through mentoring and work toward improving girls’ lives and the lives of people worldwide.

THE DIFFERENCE BETWEEN STRATEGY/POLICY ISSUES & OPERATIONAL ISSUES

- **STRATEGY/POLICY ISSUES** usually have longer-term results (more than one year).
- The focus of Community Delegates is at the strategy/policy level.
- The day-to-day implementation of strategic decisions is **OPERATIONAL**.
- Operational issues usually have immediate (less than one year) results.

<i>Examples</i>	
STRATEGY/POLICY	OPERATIONAL
<ul style="list-style-type: none"> • Realigning Council property • Adopting a policy on diversity • Starting a fundraising campaign 	<ul style="list-style-type: none"> • Holding a cookie rally in all five regions • Deciding on the length of the cookie sale • Providing volunteer training

GENERATING & INFLUENCING POLICY	
WHAT IS A POLICY?	A <u>policy</u> is an established course of action. Policies are established by Girl Scouts of the USA and the GSHPA Board of Directors.
WHAT ARE THE RESPONSIBILITIES OF POLICY MAKING AND INFLUENCING GROUPS?	<p><u>Policy making</u> is a responsibility that belongs solely to the Board of Directors. Only the Board of Directors can establish, change or grant exception to existing policies.</p> <p><u>Policy influencing</u> groups, such as delegates, provide valuable input to the Board of Directors and the CEO to guide them in accomplishing the work of the Council.</p>

WHAT IS THE DIFFERENCE BETWEEN A "TASK GROUP" AND A "COMMITTEE"?	<ul style="list-style-type: none"> • A <u>task group</u> is assigned by the Board of Directors to study a particular subject in a specific amount of time and make recommendations. • Task groups are temporary. (<i>Ex:</i> The board appoints a Bylaws Task Group to study and recommend revisions to the GSHPA Bylaws. Once the task is completed, the Bylaws Task Group disbands.) <p>A <u>committee</u> (or "standing committee") is established by the Board of Directors for a specific, ongoing purpose. (<i>Ex:</i> The Finance Committee continually monitors the Council's finances and investments.)</p>
---	--

GATHERING & SHARING INPUT FROM THE GIRL SCOUT COMMUNITY

1. Gather input from members of the Girl Scout Community (the Community).
2. Summarize information and/or tally votes.
3. Bring information from the Community to Regional Governance Meeting.
 - Put ideas in writing
 - Speak at Regional Governance Meeting
 - Questions or suggestions of an operational nature should go directly to the CEO.
4. Attend the Annual Meeting
5. Report information from Regional Governance Meetings and Annual Meeting to the Community Team.

REGIONAL GOVERNANCE MEETINGS

- Community Delegates are expected to attend the Regional Governance Meetings.
- GSHPA typically holds Regional Governance Meetings biannually – one in the spring and one in the fall.
- The purpose of the Regional Governance Meeting process is to provide a forum for the membership, delegates, CEO, board chair and Board to discuss the future plans and directions of the Council.
- The focus of the Regional Governance Meetings is on strategy/policy issues, not on operational issues.
- The goal of Regional Governance Meetings is to thoroughly discuss everything coming up for a vote at the Annual Meeting. In this way, delegates will be prepared to cast their vote(s) at the Annual Meeting.
- The delegate discussions on governance issues are critical in fulfilling the responsibility of giving broad general direction to the Board of Directors as it strives to make appropriate policy decisions.
- All members of GSHPA are welcome and you do not need to be a delegate to attend.

ANNUAL MEETING

PURPOSE:

The Annual Meeting is a business meeting of the corporation and is required by law. **The focus is on strategy/policy issues, not on operational issues.**

ELECTING BOARD AND BOARD DEVELOPMENT COMMITTEE MEMBERS:

A slate of candidates will be presented by the Board Development Committee. Following *Robert's Rules of Order*, a motion will be made by a GSHPA Member to approve the slate and the motion will be seconded by another Member. Before calling the vote, there will be a call for discussion. After the discussion, delegates will be asked for their vote.

PRIOR TO THE ANNUAL MEETING:

- You will receive a notification 30 days in advance of the Annual Meeting informing you that the packet of information is available on the GSHPA web site. (*Contact the CEO's assistant if you are not able to access the documents online.*)
- Review the documents and become familiar with the issue(s) to be presented at the Annual Meeting.
- You are responsible for gathering feedback from your Community concerning the issue(s).
- If there is a question requiring feedback from the Community, you may call a meeting to present the issues for discussion, or you may gather information in another way, such as by email, in writing, or by phone.

ARRIVAL AT THE ANNUAL MEETING:

- Check in at the registration table upon your arrival.

DURING THE ANNUAL MEETING:

- Delegates will vote on the slate of candidates.
- There may be an opportunity to vote on the GSHPA Bylaws if the Board of Directors recommends a change in the Bylaws that requires delegate approval.
- If it is a year of a National Council Session, delegates will vote on the slate of National Council Delegates.

AFTER THE ANNUAL MEETING:

- Each Community will hold an election for new delegates in the first Community meeting following the Annual Meeting and report the results to Council on a *Girl Scout Community Delegate Election Form* (see pages 10 and 11).
- The dates for the next Regional Governance Meetings and Annual Meeting will be scheduled after they are approved by the Board at their meeting in June.

Below are excerpts from GSHPA's Bylaws as they pertain to Community Delegates. For a complete copy, go to http://www.gshpa.org/images/Bylaws_Amended_04_27_13.pdf or contact the Executive Assistant to the CEO.

BYLAWS (As Amended on April 27, 2013)

ARTICLE 1: THE CORPORATION

Note: As of August 2013, a "Service Unit" became known as a "Girl Scout Community."

- 3. Delegates.** Delegates of the Corporation ("Delegates") shall consist of the following persons:
- Those members elected by Service Units as set forth in Section 5 of this Article 1.
 - Members-at-large of the Board of Directors of the Corporation (the "Board of Directors"), the corporate officers (with the exception of the Chief Executive Officer) and the Board Development Committee.
 - National Council Delegates of the Corporation not otherwise Delegates of the Corporation so long as they remain Delegates to the National Council.
 - Other persons as may be elected by the Delegates.

Employed staff shall not be Delegates. Delegates shall serve only for the term to which they have been elected and for so long as they are registered through the Corporation.

- 4. Geographic Subdivisions.** For the purpose of election of Delegates, the Board of Directors will ratify geographic subdivisions recommended by the Chief Executive Officer; the subdivisions shall be called Service Units.
- 5. Election, Term and Vacancies of Delegates.** Each Service Unit shall be entitled to elect Delegates and alternate Delegates for unexpired term should vacancies occur. Delegates must be Corporate Members and must live, work or serve as a volunteer in the Service Unit from which they are elected. The total number of Delegates to be elected by each Service Unit shall be based on girl membership of the Corporation as of September 30 of the preceding year according to a formula established and administered by the Board of Directors. Regardless of the number of girls in a Service Unit, every Service Unit shall be entitled to elect at least one (1) Delegate. Delegates shall be elected for a term of one (1) year or until their successors are elected. **Delegates may serve up to two (2) consecutive terms and are not eligible for reelection thereafter until a lapse of one (1) year.** The term of office will begin at the close of the Service Unit meeting at which the election is held. Election of Delegates shall be held in the first Service Unit meeting following the Annual Meeting. All Corporate Members that live, work or serve as a volunteer in a Service Unit may vote in the election of Delegates for one such Service Unit. Representation by at least twenty-five percent (25%) of the troops and groups of the Service Unit shall constitute a quorum for election.
- 6. Responsibilities.** The Delegates shall attend meetings of the Corporation, and shall:
- Elect the officers of the Corporation, the members-at-large of the Board of Directors, the members of the Board Development Committee, and the Delegates and persons to fill vacancies among Delegates, should vacancies occur, to the National Council of GSUSA.
 - Approve any merger, conversion, dissolution or liquidation of the Corporation.
 - Determine the general lines of direction for Girl Scouting within the jurisdiction of the Corporation by receiving and responding to reports and information from the Board of Directors.
 - Amend the Articles of Incorporation and bylaws, in accordance with Article 14 of these bylaws.
 - Take all other action requiring a membership vote.
 - Conduct such other business as may, from time to time, come before the Delegates.

7. **Annual Meeting.** The regular meeting of the Corporation, known as the Annual Meeting, will be held once each calendar year at a time and place determined by the Board of Directors. Notice of the time, place and purpose of the meeting together with the slate of nominees of all offices or positions to be filled pursuant to these bylaws, shall be distributed to each Delegate not less than thirty (30) days before the Annual Meeting either personally, by US mail to the Delegate's address as it appears on the books of the Corporation, electronically by electronic mail ("e-mail") transmission to the e-mail address appearing on the books of the Corporation, or by facsimile to the fax number last made known to the Corporation by such Delegate.

Nominations may be made from the floor at the Annual Meeting provided the eligibility of the individuals so nominated has been established and is in accordance with these bylaws, and that the written consent of such individuals has been secured and submitted with their qualifications to the board development chair at least ten (10) business days before the Annual Meeting.

8. **Member Proposals.** All items to be submitted by a Corporate Member for consideration by the Corporation at the Annual Meeting must be submitted in writing to the Chair of the Board not less than one hundred (100) days prior to the Annual Meeting. The Board of Directors shall determine whether such proposals relate to matters that should properly be acted on by the Corporation.
10. **Quorum.** Twenty-five percent (25%) of the Delegates including at least one (1) delegate from a majority of the Service Units shall be present at any Annual Meeting or special meeting to constitute a quorum for the transaction of business.
11. **Voting Procedures.** Each Delegate present shall be entitled to one (1) vote. Contested elections shall be by written ballot and uncontested elections may be decided by voice or other means. A plurality of votes cast shall elect. In the event of a tie vote in an election, a second ballot will be required. All other matters shall be determined by a majority vote of the Delegates present.

ARTICLE 11: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, in its most recent revision, shall be the parliamentary authority governing the meetings of the Board of Directors, the Corporation and all committees and task forces, subject to the laws of the state, the Articles of Incorporation and these bylaws and any special rules of order adopted by the organization.

ARTICLE 12: DEFINITIONS

Present. Delegates, members of the Board of Directors, Board Development Committee or any other committee of the Corporation shall be deemed present if they are present in person or through electronic means by which all persons participating in the meeting can be heard by and hear each other and are able to participate in the proceedings, or such other means as may be authorized or permitted by state law.

ARTICLE 14: AMENDMENTS

The Corporation's Articles of Incorporation and these bylaws may be amended by the affirmative vote of two thirds (2/3) of the Delegates present and voting at any meeting of the Corporation in which a quorum is present, provided that the proposed amendment shall have been included in the notice of the meeting.

GSC DELEGATES & THE GSHPA WEB SITE

A section of GSHPA's web site is dedicated to information for GSC Delegates. Go to www.gshpa.org. You will see the screen shown below (the images will change periodically).

The screenshot shows the homepage of the Girl Scouts in the Heart of Pennsylvania website. At the top, there is a green header with the text "Girl Scouts in the Heart of Pennsylvania" and a tagline "Building girls of courage, confidence and character in central and northeastern PA". Below the header is a navigation menu with links: Home, About Us, Contact Us, Volunteers, Programs, Girls, Camp, News/Events, Nuts/Cookies, Forms, Shop, and Donate Now. The main content area features a large banner with two young girls smiling. The banner includes the text "Why wait? Start the fun now!" and a "Join today >" button. To the right of the banner is the Girl Scouts logo and the text "girl scouts in the heart of pennsylvania". Below the banner, there are two green buttons: "re-register!" and "BECOME a MEMBER!". To the right of these buttons is a search bar with the text "Google™ Custom Search" and a "Search" button. Below the search bar is a date "Thursday, August 15, 2013". Further down, there is a purple button that says "DONATE TO GIRL SCOUTS!". Below this button are two logos: "Healthy Promise" and "Programs". At the bottom right, there is a green button that says "Join our FREE Email Mailing List" with an envelope icon.



To access delegate-related information (such as the Regional Governance Meetings or the Annual Meeting), point to the Volunteers tab and then click on Delegates/Governance Mtgs (blue arrow):

The screenshot shows the website for Girl Scouts in the Heart of Pennsylvania. The header is green with the text "Girl Scouts in the Heart of Pennsylvania" and the tagline "Building girls of courage, confidence and character in central and northeastern PA". The navigation menu includes "Home", "About Us", "Contact Us", "Volunteers", "Programs", "Girls", "Camp", "News/Events", "Nuts/Cookies", "Forms", "Shop", and "Donate Now". The "Volunteers" tab is highlighted, and a dropdown menu is open, listing "Resources", "SafetyActivityCheckpoints", "RequiredVolunteerTraining", "OutdoorVolunteerTraining", "VolunteerTrainingCalendar", "Screening Process", "Volunteer Recognitions", and "Delegates/Governance Mtgs". A blue arrow points to the "Delegates/Governance Mtgs" option. Below the navigation menu, there is a banner with the text "Why wait? Start the fun now! Join today >". To the right of the banner is a photo of a smiling girl and the Girl Scouts logo. Below the banner, there are two green buttons: "re-register!" and "BECOME a MEMBER!". To the right of these buttons is a search bar with the text "Google™ Custom Search" and "Search". Below the search bar is a purple button that says "DONATE TO GIRL SCOUTS!". To the left of the donate button is a large graphic with the text "I can't wait to" and a collage of images. To the right of the donate button are two logos: "Healthy Promise" and "Programs". Below these logos is a button that says "Join our FREE Email Mailing List" with a checkmark icon. At the bottom right, there is a small text "Privacy by SafeSubscribe™".

The image below shows the Delegates/Governance Meetings page. This handbook is also available online (green arrow). Click on any one of the underlined items to open the file.

Council Governance Meetings	GSHPA Annual Meeting 
<p>GSHPA Girl Scout Community Delegates</p> <p>Delegates can be any registered Girl Scout 14 years of age or older, elected as a voting member of Girl Scouts in the Heart of Pennsylvania. Delegates represent a specific area of the council at the annual meeting. Delegates serve for a set term, which is defined in the council's bylaws. The board creates the formula for the number of delegates geographic areas can elect, which is usually based on the total number of girls an area registers through the council by a specific date.</p> <p>Council Delegate Handbook </p> <p>Click here to read Bylaws.</p> <p>Girl Scout Community Delegate Election Online Form Form</p> <p>Girl Scout Community Delegate Election Form PDF Editable Word Doc</p> <p>Girl Scout Community Delegate Training Webinar Fall 2012</p> <p> Regional Governance Meetings</p>	<p>2013 Annual Meeting</p> <p>The Annual Meeting is "The yearly meeting a local Girl Scout council holds to elect its board of directors and conduct other business essential to Girl Scouting in its geographic area." In addition to receiving updates on the business of the council, delegates will vote on the slate of candidates for the Board of Directors and the Board Development Committee.</p> <p>Meeting Resources</p> <ul style="list-style-type: none"> • Agenda • 2012 Annual Meeting Minutes • Bylaws with Redline Changes • Slate of Nominees • Slate with Bios • Delegate Question 1 • Delegate Question 2 • Delegate Question 3 • Delegate Question 4

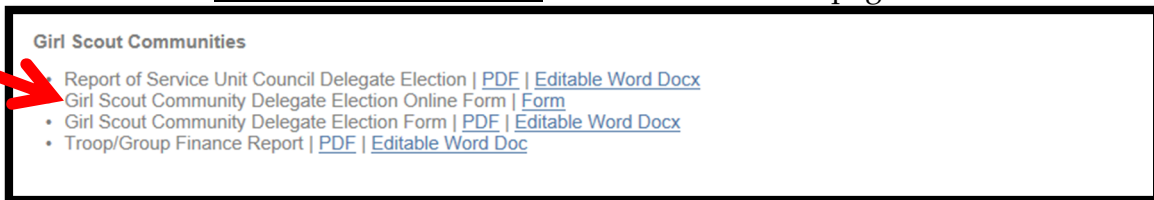
Each GS Community will hold an election for new delegates in its first meeting following the Annual Meeting and report the results to Council on a *Girl Scout Community Delegate Election Form*. The form is located on the Delegates/Governance Meetings page (red arrow). This is an online electronic form. Once you fill it out and click Submit, it will be sent immediately and directly to the Council's executive office. The election form is available in other formats, explained on the next page.

Council Governance Meetings	GSHPA Annual Meeting
<p>GSHPA Girl Scout Community Delegates</p> <p>Delegates can be any registered Girl Scout 14 years of age or older, elected as a voting member of Girl Scouts in the Heart of Pennsylvania. Delegates represent a specific area of the council at the annual meeting. Delegates serve for a set term, which is defined in the council's bylaws. The board creates the formula for the number of delegates geographic areas can elect, which is usually based on the total number of girls an area registers through the council by a specific date.</p> <p>Council Delegate Handbook </p> <p>Click here to read Bylaws.</p> <p>Girl Scout Community Delegate Election Online Form Form </p> <p>Girl Scout Community Delegate Election Form PDF Editable Word Doc</p> <p>Girl Scout Community Delegate Training Webinar Fall 2012</p>	<p>2013 Annual Meeting</p> <p>The Annual Meeting is "The yearly meeting a local Girl Scout council holds to elect its board of directors and conduct other business essential to Girl Scouting in its geographic area." In addition to receiving updates on the business of the council, delegates will vote on the slate of candidates for the Board of Directors and the Board Development Committee.</p> <p>Meeting Resources</p> <ul style="list-style-type: none"> • Agenda • 2012 Annual Meeting Minutes • Bylaws with Redline Changes • Slate of Nominees • Slate with Bios

Click on the Forms tab at www.gshpa.org. (See red arrow below.)



Scroll down to the Girl Scout Communities section of the Forms page



The Girl Scout Community Delegate Election Online Form | Form will open the online form discussed previously.

The Girl Scout Community Delegate Election Form | PDF and | Editable Word Docx are the two other format options.

PDF The PDF format can be filled out on the computer and you must then print it and send it electronically, by fax or by mail. You can also print it first, fill it out manually and then send it to Council.

Editable Word Docx.... This version can be filled out on the computer and you must then print it and send it electronically, by fax or by mail. You can print this version to fill it out manually as well, but we recommend the PDF version for this.

TO SUBMIT THE FORM	
BY MAIL	GSHPA Delegate Elections Attention: GSC Delegate Elections 350 Hale Ave., Harrisburg, PA 17104
BY E-MAIL	ssprenkle@gshpa.org
BY FAX	717-901-5987

GSHPA's JURISDICTION

GSHPA's 30 counties are divided into five regions:

NORTH

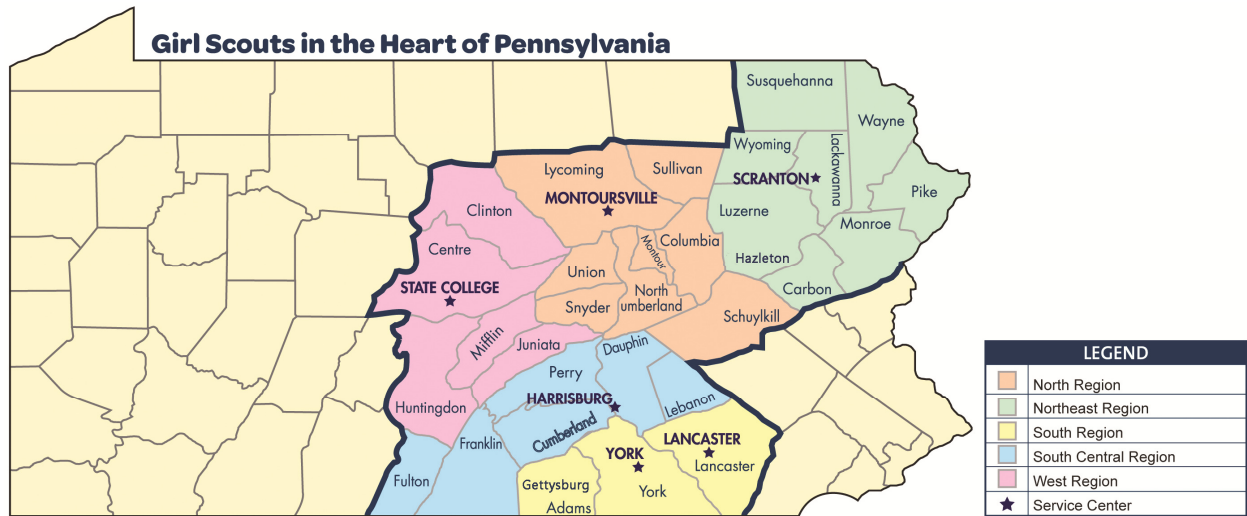
NORTHEAST

SOUTH CENTRAL

SOUTH

WEST

GSHPA maintains six service centers and seven camp properties throughout its jurisdiction.





350 Hale Avenue
Harrisburg, PA 17104

PROPOSAL FOR ANNUAL MEETING [Date of meeting]

Girl Scout Community Number:

GSHPA Region:

City:

WE PROPOSE THAT:

Sample Form – Do Not Use

REASON(S) FOR THE PROPOSAL:

REASON(S) AGAINST THE PROPOSAL:

Name of Community Lead

Date of Community Meeting

Name of Resource Person for the Proposal at Annual Meeting

On or before **[Deadline Date]**, e-mail to: ssprenkle@gshpa.org

OR, mail form to: Shelly Sprenkle, Girl Scouts in the Heart of Pennsylvania, 350 Hale Avenue, Harrisburg, PA 17104

SUBMISSION DEADLINE: [Deadline Date]

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

GLOSSARY/GIRL SCOUT GOVERNANCE LINGO

ALTERNATE DELEGATE: A registered Girl Scout, 14 years of age or older, elected from within the Girl Scout Community to represent the Community members at Regional Governance Meetings and at the Annual Meeting when a delegate has resigned or is unable to attend and the alternate has been assigned to fill the vacant delegate position.

ANNUAL MEETING: The Annual Meeting includes all elected delegates and other Members. The function of the delegates at the Annual Meeting is to vote with respect to election of the Board of Directors, the Board Development Committee, and National Delegates as appropriate. The Annual Meeting is open to all members of the Girl Scout Movement, but only delegate Members may vote.

BOARD DEVELOPMENT COMMITTEE: Elected by delegates at the Annual Meeting. The elected members recruit, interview and recommend nominees for Board, Board Development Committee, National Delegate and other elected positions as required.

BOARD OF DIRECTORS: A group of elected volunteers, the Board of Directors is responsible for the corporate business and affairs of the Corporation, except as may be otherwise provided in the Bylaws or the Articles of Incorporation.

CHARTER: An agreement between a Council and Girl Scouts of the United States of America (GSUSA).

CHIEF EXECUTIVE OFFICER: The Chief Executive Officer (CEO) is paid staff hired by the Board of Directors to carry out the strategic direction set by the Board.

COMMITTEE (or "Standing Committee"): Established by the Board of Directors for a specific, ongoing purpose.

COMMUNITY LEAD: The lead volunteer in a geographic area set up by GSHPA to deliver Girl Scout programming at the local level.

DECISION INFLUENCING VOLUNTEERS: Governance volunteers with the responsibility of influencing the governance of the organization, without the responsibility for the final decision.

DELEGATE: A registered Girl Scout, 14 years of age or older, elected from within a Girl Scout Community to represent the members at Regional Governance Meetings and at the Annual Meeting. Each GS Community is entitled to have at least one delegate.

FISCAL YEAR: The Girl Scouts' fiscal year is October 1 through September 30.

GIRL SCOUT COMMUNITY: A geographic service delivery subdivision within the Council.

GIRL SCOUT COMMUNITY DELEGATE: A person elected by a Girl Scout Community to serve as a link between the membership and the Board of Directors in strategy/policy matters.

GIRL SCOUT COMMUNITY DELEGATE ELECTION FORM: The form used by each Girl Scout Community to communicate to the Council the Community's delegate election results.

GOVERNANCE: The process by which the Board of Directors, led by the board chair, exercises its ultimate authority and fulfills its responsibility for furthering and ensuring the Girl Scout Mission; for the care, custody, and oversight of Girl Scouting within its jurisdiction; and for providing strategic direction and leadership for GSHPA.

JURISDICTION: Geographic area established by the National Board of Directors for which a Girl Scout Council is granted a charter.

MANAGEMENT: Process by which the CEO carries out the strategic direction set by the Board of Directors by providing leadership and direction to employees and volunteers. (See: *Operations*)

MEMBER: Members of the Corporation are (i) registered members of Girl Scouts of the USA ("GSUSA"), (ii) 14 years old and older, and (iii) currently registered through the Corporation.

MEMBERS OF THE GIRL SCOUT MOVEMENT: Persons who have registered in the Council and paid annual dues.

NATIONAL COUNCIL DELEGATE: Elected at GSHPA's Annual Meeting to represent GSHPA at the National Council Session.

OPERATIONAL ISSUES: The day-to-day implementation of strategic decisions. Operational decisions usually have immediate (less than one year) results.

OPERATIONS: Activities required to carry out the integrated operating objectives of the Council and performed by operational volunteers and/or employees, who are ultimately accountable to the Chief Executive Officer.

POLICY: An established, binding course of action to be followed and the guiding principle of Council operations.

POLICY INFLUENCING: The capacity to affect the determination of a definite course of action.

POLICY IMPLEMENTING: Operational carrying out of determined courses of action.

PROPOSAL FOR ANNUAL MEETING: Issues submitted by a Corporate Member for consideration by the Corporation at the Annual Meeting. (See page 13.)

QUORUM: A *quorum* is the minimum number of members of a deliberative assembly (a body that uses parliamentary procedure, such as a legislature) necessary to conduct the business of that group.

REGIONAL GOVERNANCE MEETING: Provides a forum for the membership, GSC Delegates, CEO, board chair and Board to discuss the future plans and directions of the Council. GSC Delegates are expected to attend. The delegate discussions on major governance issues are critical in fulfilling the responsibility of giving broad general direction to the Board of Directors as it strives to make appropriate policy decisions.

ROBERT'S RULES OF ORDER: The informal, short title of a book containing rules of order intended to be adopted for use by a deliberative assembly (such as a board or committee meeting).

SLATE: A list of nominees for elected governance positions.

STRATEGY/POLICY ISSUES: Usually have longer-term results (more than one year). The focus of the Community Delegates is at the strategy/policy level.

TASK GROUP: A group established by the Board of Directors, which has the charge to study a particular subject in a specific amount of time and make recommendations to the Board of Directors.

If you have any questions or require assistance,
please feel free to contact Shelly Sprenkle at
ssprenkle@gshpa.org or 1-800-692-7816.