



Girl Scouts of Washington Rock Council, Inc.
201 Grove Street East, Westfield, NJ 07090-1656
908/232-3236

POSITION DESCRIPTION

Community Association Chair

Function: The Community Association Chair provides leadership to the Community Association in its role as a policy-influencing group and as a liaison to the Board of Directors.

The chair is accountable to the Board, through the Second Vice President, for carrying out the responsibilities of the position and of the Association as defined in the Council Bylaws.

Appointment: The President of the Board, on the recommendation of the respective Association, subject to the approval of the Board of Directors.

Term: Two years or until a successor is elected.
The term begins following approval in the odd year in the month following the annual meeting of the Council.
No more than three consecutive terms may be served.

Requirements: Be a registered adult member.
Reside in or be actively involved in the Association where registered.
Accept the principles of Girl Scouting and be willing to abide by the Girl Scout Promise and Law.

Roles and Responsibilities:

- Represent the Association at the Annual Council Meeting to:
 - ❖ Elect the Board of Directors, Board officers, members-at-large, Nominating Committee, and delegates to the National Council meeting.
 - ❖ Amend the Council Bylaws.
 - ❖ Approve any other matters as brought before the membership.
 - ❖ Share concerns regarding policy matters.
- Provide leadership to the local Community Association by:
 - ❖ Chairing all Association meetings.
 - ❖ Managing the delegate selection process of the Association according to the Bylaws.
 - ❖ Communicating the following to Association members through leader's meetings:
 - Policy issues for which the Board of Directors has requested input.
 - Resources and written information as requested.
- Develop an effective working relationship with the Service Unit Manager and Service Team
- Interpret and enforce the policies and standards of GSUSA and the Council.
- Carry out the following actions and duties:
 - ❖ Promptly inform the Council office of names, addresses and phone numbers of new delegates or alternates.
 - ❖ Plan, schedule and conduct all Association meetings.
 - ❖ Oversee the Community Association Nominating and Resource Committee selection process.

CAC Position Description

- Participate in sharing policy ideas and concerns, and provide input on proposed changes as indicated.
- Seek to elicit volunteer's concern about policy changes and assist as requested in policy implementation.
- Provide leadership and support for all GSWRC fundraising efforts.
- Contribute to sustaining the financial viability of the Council with a positive public attitude.
- Maintain collaborative and cooperative relationships within the community.
- Contribute to the success of the Council Performance Assessment process.
- Attend training.