



Memorandum

DATE: December 14, 2009
TO: Girl Scouts 14 years of age and older
FROM: Margaret Stender, Chair, Girl Scouts of GCNWI Board Development Committee
RE: Exciting Opportunity: Seeking Girl Representatives for Girl Scout Board of Directors

Ever wanted to take on a greater leadership role within Girl Scouting? Have you wanted to share your opinion on issues that impact Girl Scouting, but you just didn't know how? If your answers were "YES!" then we have a great opportunity for you.

The bylaws for our council direct the board to appoint six Girl Scout representatives to the council's board of directors. Girls appointed to the board of directors will participate as non-voting members in discussions and will help the adult members of the board make decisions that reflect our girl members. Girls' opinions are important and want to hear what our girl members have to say.

Nominations are being accepted NOW for girl members who are at least 14 years old and no older than a high school junior so that the term can be completed before graduating from high school.

Please read through the attached information and then fill out the application to get things started. The application must be filled out completely, and you will need to secure references as well from an adult who knows you [not a relative]. Your attendance at the board meetings is important, so please read through those expectations carefully.

You may send your application and letters of reference by mail, fax, or e-mail. These must be received (by mail, fax or e-mail) by Jan. 29, 2010, for you to be considered by the Board Development Committee as a nominee. An interview will be conducted with girls who meet all the expectations and requirements of the process.

Please note: You must be 14 years old by Jan. 1, 2010, to be considered for this position.



General Information

Girl Representative: Board of Directors

POSITION TITLE:	Girl Representative of the Board of Directors
APPOINTED BY:	Board of Directors, usually at its March meeting.
TERM OF APPOINTMENT:	One and a half years; term begins with appointment
ACCOUNTABLE TO:	Board of Directors
MAINTAINS CONTACT WITH:	Board president, chief executive officer, board members, staff liaisons

WHAT BOARD MEMBERS DO:

As background, Girl Scout council boards of directors typically function in the following ways:

1. Fulfilling charter obligations and corporate responsibilities to ensure we are providing a quality Girl Scout experience for all girls in our region.
2. Policymaking to set the rules for how the organization operates.
3. Selection, performance, and evaluation of the chief executive director.
4. Strategic planning for the council's future.
5. Fundraising through special events, grants from corporations and others, and asking individuals to support the Girl Scout Mission.
6. Fiduciary oversight of operating budget which outlines income and expenses needed each year.
7. Interaction with the community so that they are aware of what Girl Scouting is and why it is important.
8. Oversight of the management function to help Girl Scout employees do their jobs well.
9. Review of the accomplishments of the board and the president to ensure they have successfully achieved the goals they have set for the council.
10. Ensuring a system for policy influencing between the adult membership and the board of directors so that all voices are heard on important issues.

WHAT GIRL REPRESENTATIVES DO:

1. Accept the basic beliefs and principles that support the organization and maintain current membership registration with Girl Scouts of the USA.
2. Attend girl representative orientation and training opportunities
3. Attend board of directors meetings. Be prepared by reading material in board mailings prior to meetings. Actively participate in discussions and debates at meetings. Publicly support decisions of the board, regardless of a personal point of view. Understand parliamentary procedure. Maintain confidentiality.
4. Participate in the democratic process (with privileges of speaking and participating at board meetings except voting. State laws make it inappropriate for girl representatives under the age of eighteen [18] to vote at board meetings.
5. Attend at least half of the regularly scheduled board meetings which are held in downtown Chicago as listed in the enclosed calendar and attend the annual meeting of the council.
6. Acquire knowledge of the council's constituency by attending committee, task group or area meetings and appropriate Girl Scout activities outside of her troop. Consider reactions and proposals from the membership on appropriate major issues.
7. Support the development of the council's financial resources by being a spokesperson on behalf of Girl Scouting and encouraging adults to make thoughtful financial contributions.

INSTRUCTIONS:

- Submit a completed, neatly printed or typed application to:
Girl Scouts of Greater Chicago and Northwest Indiana
ATTN: Girl Representative Nominations
222 S. Riverside Plaza, Suite 2120, Chicago, IL 60606 or send e-mail to tsalus@girlscoutsgcnwi.org
- Submit 2 letters of recommendations (references can be a teacher, community member, coach, leader...) with your application.
- Applications are due by Jan. 29, 2010. Interviews will be conducted Feb. 8 – 26, 2010. Chosen participants will be notified by March 1, 2010.

For more information, contact Theresa Salus, vice president for program innovation, at 312.416.2500, ext. 208, or tsalus@girlscoutsgcnwi.org.



Application

Girl Representative: Board of Directors

Applicant Information:

Name:		Telephone:	
Address:			
City:		State:	Zip:
E-mail:		Years as a Girl Scout:	
Your birthdate:		Age:	
Present school grade:			
Parent/Guardian e-mail:			

Extracurricular Activities

Please share with us information regarding your volunteer, extracurricular, and/or community service activities. (Use additional sheet if necessary.)

Activity	Grades involved (9,10, 11)	Hours per week (i.e. 10 hrs/wk)	Leadership positions and honors (i.e. Captain, President)
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Racial/Ethnic breakdown:

In order to monitor and promote the participation rates of girls from various racial and cultural backgrounds, we request that you provide the following information. You are not required to respond. The information will be used for monitoring purposes exclusively and will have no influence on the selection process.

American Indian Asian/Pacific Islander Black White Are you also of Hispanic origin?

References Information:

Please **PRINT/TYPE** the names and information of the two adults you have asked to submit references for you. Consider someone from your council office, a teacher, a sports coach, or a member of your place of worship. **Be sure to give these adults the “Girl Representative Reference Form.”**

1.	Name:		Relationship:	
	Address:			
	Telephone:		E-mail:	
2.	Name:		Relationship:	
	Address:			
	Telephone:		E-mail:	

Essay Questions:

On a separate piece of paper (typed or printed) please answer the following three questions:

1. Why are you interested in serving as a girl representative on the board of directors?
2. How would your leadership skills be important to your involvement on the board?
3. What is special about you that we should know?

Required Signatures

1. Applicant Understanding:

I have read the description of the girl representative position on the board of directors and am willing to fulfill all of the responsibilities.

Applicant’s Signature: _____ **Date:** _____

2. Parent/Guardian permission:

I have reviewed the job description for the girl representative on the Girl Scouts of Greater Chicago and Northwest Indiana Board of Directors and understand the time commitment and responsibilities involved. My daughter has permission to serve as a girl representative on the board. I understand that transportation will be provided for my daughter to and from Meetings of the Board of Directors unless I waive the right to this transportation service. Should I wave the right to private transportation, I will help her obtain the transportation necessary to attend board meetings and other board-related events.

I grant Girl Scouts of Greater Chicago and Northwest Indiana permission to share her e-mail address with other Girl Scout participants who are selected for this role (for a total of six) so that the girls may communicate with each other during their terms.

Yes No

Parent/Guardian Signature: _____ **Date:** _____

Note: Upon selection, girl representatives and their parents also will be asked to sign a confidentiality agreement similar to that signed by all board members.



Reference Form

Girl Representative: Board of Directors

Part I: To be completed by applicant.

Applicant's name:	
Name of Girl Scout Council:	Girl Scouts of Greater Chicago and Northwest Indiana
Council Address:	222 S. Riverside Plaza, Suite 2120, Chicago, IL 60606

Please complete and return this form to the council address listed above by [insert date].

Part II: To be completed by person giving the reference.

Your name:	
How long have you known the applicant?	
What is your relationship to the applicant?	

1. Check one rating in each category to assess the following qualities of the applicant.

Note: 1 = Don't Know; 2 = Below Average; 3 = Average; 4 = Above Average; 5=Excellent

	1	2	3	4	5		1	2	3	4	5
Is dependable and responsible						Is able to relate well to adults					
Is able to share ideas and feelings						Is physically fit					
Is able to relate well to peers						Is able to work well in a group					
Has poise in meeting people						Is adaptable and flexible					
Accepts differences in people						Shows humor and spontaneity					

Applicant Name:	
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2. Describe the applicant's special strengths and/or skills that would enable her to enjoy and succeed as a girl representative on the Girl Scouts of Greater Chicago and Northwest Indiana Board of Directors. Please give specific examples. If more space is needed use additional sheets.

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Printed name:					
Signature:					
Position:		Date:			
Address:					
City:		State:		Zip:	
E-mail:		Telephone #:			